



INDIAN OIL CORPORATION LTD.
(Refineries Division)
PANIPAT REFINERY & PETROCHEMICAL COMPLEX

Advertisement No. PR/P/48 (2016-17)

Date: 06/02/2017

Notification for Engagement of Apprentices

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, invites applications from candidates with following qualification for engagement as Apprentices under Apprentices Act, 1961/1973 in the Disciplines mentioned below :

Educational Qualification, Provision Number of seats in Apprentice category including likely reservation shall be as prescribed below. The consolidated stipend payable shall be as mentioned below or as revised (under the Act from time to time, whichever is higher). Reservation will be applicable as per the prescribed percentage for recruitment applicable to the state of Haryana. For PwD category, Govt. of India Guidelines shall apply.

Code	Trade/Discipline	Qualification	Months of Training	Total Nos.	UR	SC	OBC (NCL)	PwD (Horizontal)	
								Nos.	Category
101	Trade Apprentice/Attendant Operator (Chemical Plant) Discipline-Chemical	3 years full time B.Sc (Physics, Maths, Chemistry/Industrial Chemistry)	18	20	11	04	05	No Post	
102	Trade Apprentice (Fitter) Discipline - Mechanical	Matric with 2 (Two) years ITI (Fitter) course	12	20	10	04	06	1	OH(OA, OL)/HH
104	Technician Apprentice Discipline-Chemical	3 years Full-Time Diploma in Chemical Engineering/Refinery & Petrochemicals Engineering	12	19	10	04	05	No Post	
105	Technician Apprentice Discipline – Mechanical	3 years Full-Time Diploma in Mechanical Engineering	12	04	02	01	01	No Post	
106	Technician Apprentice Discipline – Electrical	3 years Full-Time Diploma in Electrical Engineering	12	18	10	03	05	2	OH(OA, OL)/ HH
107	Technician Apprentices Discipline – Instrumentation	3 years Full-Time Diploma in Instrumentation/Instrumentation & Electronics/Instrumentation & Control Engineering	12	03	02	00	01	1	

Abbreviations: OA= One Arm, OL=One Leg, HH=Hearing Impaired, OH=Orthopedically Impaired,

Persons with Disabilities must be capable of performing the task assigning to them/take instructions using suitable aids and appliances.

A. Important Notes :

1. A candidate is allowed to apply for only one Trade/Discipline. In case of receipt of more than one application for more than one Trade/Discipline, all the applications will be rejected.
2. Candidates possessing higher professional qualifications such as BE, MBA, CA, LLB, MCA or any such equivalent qualification are not eligible.
3. No Claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
4. No woman is permitted to work in such operations/processes which are considered hazardous including the processes for generation of gas from dangerous petroleum as defined in the Petroleum Act 1934. Women candidates are accordingly not considered eligible against Chemical Disciplines and also the cadres following 3 – shift operations 365 days in a year, like P&U (Boiler/Electrical Operations), Quality Control, Fire & Safety and also in LPG storage & handling area. Women candidates will not be considered for engagement in trades/disciplines (Post Codes 101 & 104). For the Post Code 106, electrical maintenance related apprentices training shall be provided.
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. As provided under the Apprentices Act, candidates possessing Diploma in Engineering and have undergone a training or job experience for a period of one year or more after the attainment of the qualification, shall not be eligible for being engaged as Technician Apprentices against the Post Codes 104, 105, 106 & 107.
7. For Post Codes 104, 105, 106 & 107, Applicants should not have completed three years after acquiring the prescribed qualification as on 31.01.2017.
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 from where the candidate pursued his Diploma course, along with his application form.
8. The prescribed qualification should be from a recognized University/Institute as a regular full time/sandwich Diploma course (Industrial training as part of the course with no break) with minimum 50% marks (45% for SC and PwD category candidates) in aggregate. For ITI (Fitter), only a pass class is required.
9. Candidates possessing Diploma under recognized lateral entry scheme (Class – XII (Sc.) admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
10. Regular full time ITI (Fitter) course recognized by NCVT/SCVT shall also be considered.
11. The disciplines/trades notified above involve undertaking training in operation & maintenance activities in plant area. Petroleum Refining is considered as complex and hazardous process and as such Persons with Disabilities (PwDs) with a prescribed qualification may be engaged only against the identified positions/numbers in select disciplines, as indicated above. Persons with permanent disability of 40% or higher, are required to submit a certificate issued by a Medical Board constituted by the Central/State Government, failing which their candidature as PwD candidates will not be considered.
12. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information then the candidature/engagement of the candidate is liable to be cancelled.

B. Obligation for employment:

1. The Corporation will have no obligation to offer regular employment to ex-Apprentices.
2. However, after successful completion of Apprenticeship period, candidates may be considered for appointment/given due preference against vacancies in a regular post in respective discipline, in terms of applicable guidelines/provisions.
3. SC/OBC/PwD category ex-apprentices engaged under SRD and have undergone 12 month internship shall be considered for employment against the identified positions in the relevant discipline.

C. Reservation for candidates belonging to SC, OBC & PwD

1. Reservation for candidates belonging to SC, OBC & PwD categories will be in terms of numbers indicated above.
2. For claiming the benefit of OBC category, the candidate should submit a latest caste certificate 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 column 3 of the schedule to the Department of Personnel and Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993
3. 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 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.
4. In case of non-availability of sufficient number of candidates to fill the reserved seats in a discipline, the vacant seat shall be offered to candidates in any other discipline on the basis of a combined merit list of all trades/disciplines.

D. Concession for candidates belonging to SC/ST/PwD:

1. The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/PwD categories considered with relaxation against reserved positions.
2. 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, provided the distance is not less than 30 KMs. Bank details form for TA Claim Reimbursement through online mode to be submitted at the time of Written Test/Interview (**Annexure-II**).

E. Age Limit/Relaxation for candidates belonging to SC/OBC/PwD:

1. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary is the only acceptable document in support of proof of age.
2. Minimum 18 years and maximum 24 years as on 31/01/2017. (Relaxable by 5 years for SC, 3 years for OBC, for the post reserved for them).
3. Relaxable by 10 years for Persons with Disabilities (PwD) belonging to Unreserved Category, 13 years for PwD belonging to OBC (Non-Creamy layer) and 15 years for PwD belonging to SC.

F. Date of reckoning eligibility criteria :

1. The date for the purposes of possession of qualification and meeting age criteria shall be 31/01/2017.

G. Other Conditions:

1. Stipend: The Trade & Technician Apprentices shall be paid consolidated as under (or as revised under the Act from time to time):

Code	Trade/Discipline	Stipend
101	Trade Apprentice/Attendant Operator (Chemical Plant) Discipline-Chemical	Rs.6970/- p.m.
102	Trade Apprentice (Fitter) Discipline - Mechanical	Rs.6970/- p.m.
104	Technician Apprentice Discipline-Chemical	Rs.7530/- p.m.
105	Technician Apprentice Discipline – Mechanical	Rs.7530/- p.m.
106	Technician Apprentice Discipline – Electrical	Rs.7530/- p.m.
107	Technician Apprentice Discipline – Instrumentation	Rs.7530/- p.m.

2. Personal Protective Equipments : The Apprentices shall be provided with safety shoes (one pair for period upto 18 months) & a Helmet (returnable upon completion of training).
3. Medical Facility : Medical facilities will be allowed for self from the Refinery Hospital during the period of Apprenticeship training.
4. Company Accommodation/HRA: No HRA or Company's accommodation shall be provided to Apprentices. However, Apprentices belonging to PwD category may be allowed shared hostel accommodation at normal charges, subject to availability.
5. Leave & Holidays : Apprentices will be allowed 8 days leave in a quarter. They will also be allowed to avail Casual Leave & Holidays as per rules framed by the Corporation.
6. An Insurance coverage under Employee's Compensation Act towards accident compensation on monthly wage limited to Rs.8000/- shall be available to the apprentices.
7. Apprentices shall be covered under the Certified Standing Orders applicable to workmen at the Refinery where they are undergoing Apprentices training and shall be placed under the administrative control of authorities as prescribed from time to time.
8. Period of Apprenticeship Training may be extended under certain circumstances as provided under Rule 7 of the Apprentices Rules 1992.
9. The Corporation will have no obligation to offer regular employment to Apprentices.
10. Rules/Guidelines, as may be prescribed by the Govt/framed by the Corporation from time to time, shall apply.

H. Selection Methodology:

1. Selection shall be on the basis of performance in a Written Test of two hour duration & Personal Interview.
2. The ratio of marks for Written Test and Personal Interview shall be 85:15 and a candidate will have to secure minimum 40% marks at each stage for qualifying the selection process. The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/PwD categories considered against reserved positions at each stage of the tests.
3. 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 election as the same is related to number of positions and relative performance for each category.
4. Short list of candidates shall be drawn on the basis of marks obtained in the Written Test in the ratio of 1:3 (subject to securing minimum qualifying marks in the Written Test). They will be required to attend a Personal Interview.

5. In case of tie of marks in the written test for the last position on the Shortlist for Personal Interview, all such candidates shall be called for the Personal Interview, even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names, in proportion to the prescribe ratio, will get eliminated.
 6. Category-wise Merit list of candidates shall be drawn on the basis of marks obtained in the Written Test & Personal Interview in the ratio of 1:3; only for such candidates who qualify in the Personal Interview.
 7. In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit list. However, the name of the junior shall also be retained in the said Merit List, as the last name. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names in the list, in proportion to the prescribed ratio, will get eliminated.
 8. PwD candidates will be considered against reserved/identified position irrespective of their position in select list (in order of merit within the category) on horizontal reservation policy.
 9. 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 are not filled due to unsuitability/insufficient number of candidates.
 10. 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, cancellation of the selection process etc. No correspondence will be entertained in this regard.
- I. **Pre-engagement Medical and Physical Fitness** : The standards/parameters to be met by the candidates for selection as Apprentice shall be the same as those applicable to regular employment in respective trade/discipline. In case of Technician Apprentices considered for selection against identified vacancies/posts in Materials or P&U (Boiler) cadre and Trade Apprentices considered for selection against identified vacancies/posts in P&U (Boiler) or QC cadre, medical fitness parameters for these positions shall apply. Candidates shall go through the 'Guidelines and criteria for physical fitness for pre-employment medical examination' and satisfy themselves of meeting the fitness criteria before starting the application submission process. The guidelines in this regard are placed in IOCL website at the following address:
- https://www.iocl.com/peoplecareers/pre-employment_guiding_principles11th_mar_2011.pdf
- J. **Liability to Declare:**
1. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their application.
 2. A candidate found UNFIT during medical examination conducted by any refinery unit while seeking engagement as an apprentices in the past also be required to declare the same with reasons for being declared UNFIT.
- K. **General Instructions:**
1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
 2. The Apprenticeship agreement shall henceforth be registered on-line with MSDE.

L. Requirement before filling on-line application form:

1. The candidate must have an active email ID and mobile phone number which must remain valid for at least next one year. All future communication with candidate will take place only through email/mobile phone.
2. The candidate should have scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB) ready before applying on-line. The photo and signature in digital form will be required to be uploaded.

M. How to Apply:

1. Candidates meeting the prescribed eligibility criteria for a post, may visit the website www.iocl.com and apply on-line IOCL website www.iocrefrecruit.in, which will remain open from 06/02/2017 to 26/02/2017. Only online mode of applications will be accepted.
2. After successfully applying/registering on-line applications, the candidates must take a print out of the filled in on-line application form. A self-authenticated print out alongwith all supporting documents as mentioned in the check list (**Annexure-I**) attached to the application form shall be retained by the candidate and produced for verification at the time of Personal Interview.
3. In the event of incomplete applications, applications not fulfilling the eligibility criteria or failure to produce the printout with attachments prescribed at the time of personal interview, candidature shall be treated as "Rejected".
4. Original certificate are required to be brought at the time of Personal Interview for verification.
5. Further information regarding written examination, call letters results, etc. shall be made available through this website www.iocl.com over email. Candidates are, therefore, advised to keep visiting the website www.iocl.com regularly.
6. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail id: t_pasi@indianoil.in and mehradk@indianoil.in Contact No. 018022043 and 018022048.

Important Dates for Candidates:

DATE OF OPENING OF ONLINE APPLICATION	:	06/02/2017
LAST DATE OF SUBMISSION OF ONLINE APPLICATION	:	26/02/2017
LIKELY DATE OF WRITTEN TEST	:	19/03/2017
LIKELY DATE OF PUBLICATION OF WRITTEN TEST RESULT	:	19/03/2017

For Clarification(s)

Contact on Phone No. 018022043 and 018022048 or e-mail to : t_pasi@indianoil.in and mehradk@indianoil.in

Canvassing in any form is liable to render a Candidate Ineligible

Be Aware of Frauds

Recruitment in Indian Oil are undertaken only through Employment Exchange/Press Notification

Annexure-I

CHECK-LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF PERSONAL INTERVIEW		
	Please tick (<input type="checkbox"/>) mark in appropriate box	
1	On - line Application Form	
2	Copy of Call letter for Written Test	
3	Proof of Date of Birth : Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.	
4	Photo Identity Proof : Driving Licence/Voter Id/PAN Card/Aadhaar Card/Passport etc.	
5	Xth Pass & XIIth Pass Certificate and Mark Sheet issued by the respective Board/University	
6	Diploma/BSc(PCM) /ITI (Fitter) : Certificate issued by the respective Board/University	
7	All the Mark Sheet (Semesters) of Diploma/BSc (PCM)/ITI (Fitter) issued by the respective Board/University.	
8	Certificate from the Institute where the candidate has pursued his Degree/Diploma etc. course that the course is a regular full time course and the date of publication of result of the final year/ final semester of the Degree / Diploma course in case the date of declaration of result is not mentioned in the Mark sheet.	
9	Copy of SC/ST/OBC (NCL) certificate in the prescribed format (mentioning applying for appointment to post under the Government of India)	
10	PwD certificate (as per prescribed format)	
11	Copy of documents pursuing higher qualification (suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited).	
12	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 from where the candidate pursued his Diploma course, along with his application form.	
13	Proof of Regular full time ITI (Fitter) course recognized by NCVT/SCVT.	
14	Certificate from a recognized University/Institute that the course is as a regular full time/sandwich Diploma course (Industrial training as part of the course with no break).	
15	Offer letter, joining letter, experience letter, Pay Slip, increment letter, relieving letter etc. as a proof of Experience, if any.	
16	Candidate should ensure that he is medically fit as per Indian Oil's Pre-employment medical standard.	
17	Reason of declared UNFIT earlier in case of medical examination conducted by any Refinery.	
18	Declaration of any ailments, deficiencies or abnormalities, and also any finding of not meeting the physical fitness criteria as per Indian Oil's Pre-employment medical standard	
19	Self-certificate that he is not pursuing Apprenticeship training or not pursued any Apprenticeship Training from ay Industry etc.	
20	Permanente Mobile Number & email ID	
21	Aadhaar Card (Mandatory)	
22	All the documents should be attested	
23	Any other relevant documents in support of qualifications, experience, category, medical, age etc. as mentioned in our Advertisement No. PR/P/48 (2016-17)	

Annexure-II**BANK DETAILS FORM FOR TA CLAIM REIMBURSEMENT THROUGH ONLINE MODE
(ONLY FOR SC/ST/PWD CANDIDATES)**

Advertisement No. PR/P/48 (2016-17)

Date: _____

To

The Accounts Officer,
Indian Oil Corporation Limited,
Panipat Refinery & Petrochemical Complex
Panipat,
Haryana-132103

Dear Sir,

I hereby give my consent to accept the payments of our claims on IOCL internet based online e-payments system at the sole discretion of IOCL. My Bank Account details for the said purpose are as under:-

Sl. No.	Particulars	Details
1.	Roll No.	
2.	Name of the Candidate	
3.	Category (SC/ST/PwD)	
4.	Code & Name of the Trade/Discipline applied for	
5.	Address of the Candidates	
6.	Core Bank Account Number	
7.	Branch Name and Address	
8.	IFSC Code	
9.	PAN No. (if allotted)	
10.	E-mail ID	
11.	Mobile No.	

Original cancelled cheque related to the above account number for verifying the accuracy of the bank details is enclosed.

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

(Signature of the Candidate)

Bank Verification is required only in case

- Candidates not providing a cancelled cheque leaf (original) or if candidates name is not printed/appearing on the cancelled cheque Leaf (original) submitted to IOCL.
- Change in existing details.
- Please attach photocopy of Bank Pass Book, if cancelled cheque leaf not attached.

Bank Verification :-

I hereby confirm that the above accounts details of account holder are correct in all respects and the account of Beneficiary (Candidate) is maintained at our Bank Branch.

**(Name of the Bank & Branch)
Authorized Signatory)**