Indian Oil Corporation Ltd.

(A Government of India Undertaking)

Advertisement Nos.: Guwahati - GR/P/App/18, Barauni - BR/RECTT/APPR/NT/2018, Gujarat - JR/01/2018, Haldia - RECTT/01/2018, Mathura - MR/HR/RECT/APP/2018, Panipat - PR/P/Apprentice/49(2017-18), Digboi - DR/TA2018, Bongaigaon - BGR/Appr/2018/01, Paradip - PDR/HR/01/Apprentices-18

Notification for Engagement of Apprentices (Non-Technical)

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 in its Refineries under Apprentices Act, 1961/1973 in the Trades mentioned below.

Indian Oil has Refineries at Guwahati, Digboi, Bongaigaon (all 3 in Assam), Barauni (Bihar), Vadodara (Gujarat), Haldia (West Bengal), Mathura (UP), Panipat (Haryana) and Paradip (Odisha).

Educational Qualification, Provisional Number of seats including likely reservation as per the prescribed reservation of the concerned state shall be as under :

For PwBD (Persons with Benchmark Disability) category, Govt of India Guidelines shall apply.

Code	Trade/Duration in months	Qualification	Refinery	Seats Per Refinery				
				Total	UR	SC	ST	OBC(NCL)
A	B	C	D	E	F	G	H	I
101	Trade Apprentice-Secretarial Assistant/ 12 Months	3 year B.A./B.Sc/ B.Com (Minimum 55% in aggregate; 50% in case of SC/ST/PwBD)	Guwahati	10	7	-	1	2
			Barauni	5	3	1	-	1
			Gujarat	11	7	-	2	2
			Haldia	9	6	1	-	2
			Mathura	10	6	1	-	3
			Panipat	7	5	1	-	1
			AOD	10	7	-	1	2
			Bongaigaon	10	7	-	1	2
			Paradip	3	2	1	-	-
102	Trade Apprentice-Accountant/ 12 Months	3 year B.Com (Minimum 55% in aggregate; 50% in case of SC/ST/PwBD)	Guwahati	2	1	-	-	1
			Barauni	3	2	-	-	1
			Gujarat	3	2	-	-	1
			Haldia	3	2	1	-	-
			Mathura	3	2	1	-	-
			Panipat	4	2	1	-	1
			AOD	2	1	-	-	1
			Bongaigaon	2	1	-	-	1
			Paradip	4	3	-	1	-

No. of seats indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the management and in compliance with the Presidential Directives on reservation at the time of engagement.

The Rights of Persons with Disabilities Act 2016 - Section 2(r) defines "person with benchmark disability" as a person duly certified by the certifying authority with:

- not less than 40% of a specified disability where specified disability has not been defined in measurable terms and
- a disability where specified disability has been defined in measurable terms.

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. Engagement of apprentices belonging to PwBD category will be from categories below:

1. PV-Low vision
2. PH-Hard of hearing
3. PL-Musculoskeletal (OH-OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured
4. Multiple (a combination of above)
5. Deaf
6. Blind

P=Physical; V=Vision; H=Hearing;
L=Locomotors;
O=Orthopeadic;
OA=One Arm;
OL=One Leg

Deployment of PwBD with other disabilities, may put such PwBDs at risk, considering ours being a hazardous industry, hence not included.

Important Notes:

1. The prescribed qualification should be from a recognized University/Institute as a regular full time B.A./B.Sc./B.Com. Course with minimum 55% marks (50% for SC/ST and PwBD) in aggregate.
2. Qualification of MA/MSc/MCom shall not be considered a disqualification. However, percentage requirement shall be reckoned on graduation level exam only. Candidates possessing professional qualifications such as BE/BTech, MBA, CA, LLB, MCA or any such equivalent qualification shall not be eligible.
3. Candidates holding a qualification acquired through part-time/correspondence/ distance education mode are not eligible.
4. A candidate will be allowed to apply for only one Trade. In case of receipt of more than one application for more than one Trade, all the applications will be rejected.
5. No Claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
6. Those who have undergone Apprenticeship Training earlier or are presently pursuing the same, are not eligible to apply.
7. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness, etc.
8. If it is found that the candidate has furnished false or incorrect information at any stage of the selection process, his/her candidature will be liable to be rejected besides criminal prosecutions.

A. Obligation for employment:

1. The Corporation will have no obligation to offer regular employment to ex-Apprentices.

B. Reservation for candidates belonging to SC, ST, OBC (NCL)& PwBD :

1. Reservation for candidates belonging to SC, ST, OBC(NCL) & PwBD categories will be as indicated above.
2. For claiming the benefit of OBC(NCL) 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 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 and OM No. 36033/1/2013-Estt.(RES) dated 13.09.2017.
3. Candidates belonging to OBC, 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 considered as OBC for the purpose of reservation.
4. Reservation for PwBD categories shall be in consistence with Section 34(1) of the Rights of Persons with Disabilities Act, 2016.
5. Reservation in PwBD category will be extended on horizontal basis.
6. A person with a specified disability listed in the Schedule appended to the Act but not covered under Section 34(1), if certified by a certifying officer as a person with disability of 40% or above, shall be allowed concessions/relaxations available to PwBDs. One shall be declared successful, if selected on merit against unreserved vacancies. His/her candidature will not be considered /adjusted against reservation provided to PwBDs under Section 34(1) of the Act of 2016.

C. Concessions / Relaxation for candidates belonging to SC/ST/PwBD:

1. The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories at each stage of selection process against reserved positions.
2. SC/ST/PwBD 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.

D. Age Limit & relaxations to candidates belonging to SC/ST/OBC(NCL)/PwBD:

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 31.01.2018 (Relaxable by 5 years for SC/ST, 3 years for OBC(NCL), for the seats reserved for them).
3. Relaxable by 10 years for PwBD belonging to Unreserved Category, 13 years for PwBD belonging to OBC (Non-Creamy layer) and 15 years for PwBD belonging to SC/ST.
4. A PwBD candidate availing of only age relaxation (no relaxation in eligibility qualification marks/in written test qualifying marks/ in interview qualifying marks) shall be considered against unreserved vacancy in order of merit in the select list before being considered against a reserved seat.

Contd. on next page

E. Date of reckoning eligibility criteria:

1. The date for the purposes of possession of qualification and meeting age criteria shall be 31.01.2018.

F. Selection Methodology:

1. Selection shall be on the basis of performance in Written Test of two hours duration & Personal Interview in the ratio of 85:15. 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/ST/PwBD categories considered against reserved positions at each stage of the selection process.
2. Candidates belonging to PwBD categories, who have availed of concession in eligibility qualification marks or in qualifying marks of Written Test or in Interview, will be considered against reserved seats(in order of merit within the category).
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 for the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
4. Shortlisted candidates, in the ratio of 1:2 will be required to attend a Personal Interview to be conducted by a duly constituted committee.
5. In case of non-availability of sufficient number of candidates to fill the reserved seats in a notified trade, the vacant seat shall be offered to candidates belonging to reserved categories in other trade on the basis of a combined merit list of reserved candidates.
6. Filling up of 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.
7. 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.

G. Pre-Engagement Medical Fitness:

1. Candidates are advised to go through the guidelines and criteria for physical fitness for pre-employment medical examination which shall also be applied for engagement of Apprentices in terms of the Apprentice Act & Rules made thereunder 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.
2. Medical examination of PwBD candidates shall be with due consideration to the provisions of Rights of Persons with Disabilities Act, 2016.

H. Liability to Declare:

1. Candidates with reported ailments, deficiencies or abnormalities shall make a declaration to this effect while submitting their application.
2. In case a candidate has undergone medical examination conducted by any Refinery Unit or any other PSU and has been found "Unfit", has to necessarily declare the same along with reasons.
3. If a candidate has been arrested/prosecuted/convicted by any court of law, a declaration has to be made to this effect.

I. Other Conditions:

1. **Stipend:** As prescribed under the Apprentices Act, the Apprentices shall be paid consolidated stipend of an amount equivalent to a prescribed percentage of the minimum wages applicable in the State. In addition, the Refinery pays Rs. 2500/- per month to an apprentice towards stationery, conveyance and miscellaneous expenses etc.
2. **Medical Facility:** Medical facilities will be allowed for self from the Refinery Hospital during the period of Apprenticeship training.
3. **Company Accommodation/HRA:** No HRA or Company's accommodation shall be provided to Apprentices. However, apprentices belonging to PwBD category may be allowed shared hostel accommodation at normal charges, subject to availability.
4. **Leave & Holidays:** Apprentices will be allowed 8 days leave in a quarter. They will also be allowed to avail of Casual Leave & Holidays as per rules framed by the Corporation.
5. **Insurance Coverage:** An Insurance coverage under Employee's Compensation Act towards accident compensation on monthly wage limited to Rs 8000/- shall be available to the apprentices.
6. Apprentices shall be covered under the Certified Standing Orders applicable to workmen at the Refinery where they are undergoing Apprenticeship training and shall be placed under the administrative control of authorities as prescribed from time to time.
7. **Period of Apprenticeship Training:** may be extended under certain circumstances as provided under Rule 7 of the Apprentices Rules 1992.
8. The Corporation will have no obligation to offer regular employment to Apprentices.
9. Rules/guidelines, as may be prescribed by the Govt/framed by the Corporation from time to time, shall apply.

J. 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 be registered on-line with respective authorities.

K. How to apply:

1. Indian Oil has Refineries at Guwahati, Digboi, Bongaigaon (all 3 in Assam), Barauni (Bihar), Vadodara (Gujarat), Haldia (West Bengal), Mathura (UP), Panipat (Haryana) and Paradip (Odisha).
2. A candidate can apply for apprenticeship in any one of the Refinery units of his choice.
3. Option for exercising the choice of a Refinery unit has been provided in the application menu (on-line application portal) which shall open at 10:00 Hrs. on 13/01/2018 and shall close at 17:00 Hrs on 03/02/2018.
4. Candidates meeting the prescribed eligibility criteria for a seat, may visit the website www.iocl.com go to **'What's New' > click on Engagement of Non Technical Apprentices 2018 in IOCL, Refineries Division**. 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 website / email / mobile phone. Applications submitted through on-line mode will only be accepted.
5. 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.
6. After successfully applying / registering on-line applications, the candidates are advised to send the print out of on-line application form, duly signed by him/her, to the **concerned authority at the Refinery applied for,** as mentioned in the table below, alongwith all supporting documents & a photograph under self attestation, by ordinary post so as to reach by 17.02.2018. Candidates should super scribe the **Name of the Refinery Unit Applied for, Name of Trade Applied for and Trade Code** on the top of the envelope.
7. If printout of the online application of a candidate is not received by the refinery unit applied for, by 17.02.2018, his candidature shall be summarily rejected.
8. The Candidates shall ensure that the printout of the online applications are **sent to the concerned authority at the Refinery Unit applied for**. Application of candidate **submitting online application for one Unit and sending the printout of the online application to other Unit** shall be summarily rejected.

For Queries / Clarification(s)

Unit	Address
Guwahati Refinery	The Advertiser, Guwahati GPO, Post Box No -21, Meghdoot Bhawan, Panbazar, Guwahati - 781001, Assam
Barauni Refinery	Dy. General Manager (HR), Indian Oil Corporation Limited, P.O. Barauni Refinery, Dist. Begusarai - 851 114 (Bihar)
Gujarat Refinery	Dy. General Manager (HR), Indian Oil Corporation Limited, P.O. Jawahar Nagar, Dist. Vadodara -391 320(Gujarat)
Haldia Refinery	Dy. General Manager (HR), Indian Oil Corporation Limited, Haldia Refinery,P.O. Haldia Oil Refinery, Dist. Purba Medinipur-721 606 (West Bengal)
Mathura Refinery	Dy. General Manager (HR), Indian Oil Corporation Limited, P.O. Mathura Refinery, Mathura -281 005 (Uttar Pradesh)
Panipat Refinery	Dy. General Manager (HR), Indian Oil Corporation Limited, P.O. Panipat Refinery, Panipat-132140(Haryana)
Digboi Refinery	Dy. General Manager (HR), Indian Oil Corporation Limited, Assam Oil Division, P.O. Digboi -786171(Assam)
Bongaigaon Refinery	Dy. General Manager (HR), Indian Oil Corporation Limited, P.O. Dhaligaon, Dist. Chirang, Assam - 783 385
Paradip Refinery	The Advertiser, General Post Office (GPO), Post Box. No. 145, Bhubaneswar - 751 001.

9. A copy of on-line application shall be retained by the candidate and produced for verification at the time of Personal Interview.
10. 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".
11. All Original certificates are compulsorily required to be brought at the time of Personal Interview for verification. Further information regarding written examination, call letters, results, etc. shall be made available through this website www.iocl.com / www.iocrefrecruit.in/ through email. Candidates are, therefore, advised to keep visiting the website www.iocl.com/ www.iocrefrecruit.in regularly.
12. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail ids & Contact Nos. given below.

For Queries / Clarification(s)

Unit	Contact No.	e-mail ID
Guwahati Refinery	0361-2657001	grrecruitment@indianoil.in
Barauni Refinery	06243-275242, 275240	brrecttcell@indianoil.in
Gujarat Refinery	0265-2237143/ 0265-2237148/ 0265-2238154	jr-recruitment@indianoil.in
Haldia Refinery	03224-223262/223236	HRRECTT@indianoil.in
Mathura Refinery	0565-2417160/7143/ 8153/7137	bilungl@indianoil.in bahadurp@indianoil.in
Panipat Refinery	0180-252 - 2043/2048/ 2037	t_pasi@indianoil.in mehradk@indianoil.in yashwantyadav@indianoil.in
Digboi Refinery	03751-264709/ 03751-263133	ioclaodrecruitmentcell@indianoil.in
Bongaigaon Refinery	03664-253112	bgrrecruit@indianoil.in
Paradip Refinery	06722-252040	pdrp-apprenticeship@indianoil.in

Important Dates for Candidates:

Date of Opening of Online Application	**13.01.2018 (10:00 Hrs)**
Last Date of Submission of Online Application	**03.02.2018 (17:00 Hrs)**
Last Date of Receipt of Printout of Online Application with Supporting documents	**17.02.2018**
Tentative Date of Written Test	**18.02.2018**
Tentative Date of Publication of Written Test Result	**23.02.2018**
Tentative Dates Of Personal Interview	**05.03.2018 - 06.03.2018**

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