



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

Ref. Advt. No. PR/P/42 (2018-19)

Date: 26-12-2018

**Employment Opportunity for passed out Ex-Apprentices of Panipat Refinery & Petrochemical Complex, IOCL**

Ex-Apprentices of Panipat Refinery & Petrochemical Complex, IOCL who have successfully completed their Apprenticeship training in the relevant trade on or before 31.12.2018 under the Apprenticeship Act, 1961/1973 and who meet the qualification, experience and age criteria (as mentioned below) are eligible to apply for selection process for consideration towards regular employment against following vacancies in Grade - IV in the Pay Scale of Rs.11,900–32,000/- (Pre-revised):

Code	Name of the Post	Vacancies*					
		Total	UR	SC	ST	OBC (NCL)	PwBD (Horizontal) #
119	Junior Engineering Assistant - IV (Instrumentation)/ Junior Technical Assistant – IV	7	5	1	0	1	1 (Backlog – PV/PH/PL/ Multiple)
120	Junior Engineering Assistant - IV (P&U – O&M)	2	2	0	0	0	Nil
121	Junior Engineering Assistant - IV (Mechanical Fitter-Cum-Rigger) )/ Junior Technical Assistant - IV	8	5	1	0	2	1 (PV)
123	Junior Engineering Assistant - IV (Production)	14	8	2	0	4	N/A
124	Junior QC Analyst - IV	1	1	0	0	0	Nil

\* No. of vacancies 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 appointment.

# **The Rights of Persons with Disabilities Act 2016** - Section 2(r) defines "person with benchmark disability (PwBD)" 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 PwBD 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, Deaf
3. PL-Musculoskeletal (OH-OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured
4. Multiple (a combination of above)

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

**A. Qualification Criteria:**

Sl. No.	Name of Post	Post Code	Qualification (Full Time Regular Courses only from Indian Universities/ Institutes)
1.	Junior Engineering Assistant – IV (Instrumentation) / Junior Technical Assistant-IV	119	3 years Diploma in Instrumentation / Instrumentation & Electronics / Instrumentation & Control Engg. from a recognized Institute/ University with minimum of 50% marks in aggregate for General, OBC & ST candidates and 45% in case of SC/PWD candidates against reserved/identified positions for them.
2.	Junior Engineering Assistant – IV (Power & Utilities -O&M)	120	i) 3 years Diploma in Electrical Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General, OBC & ST candidates and 45% in case of SC candidates against reserved positions. OR ii) 3 years Diploma in Electrical Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General, OBC & ST candidates and 45% in case of SC candidates against reserved positions with Boiler Competency Certificate  Subject to the condition that Candidates selected shall be encouraged to acquire BCC to help further their career interest.
3.	Junior Engineering Assistant -IV (Mechanical-Fitter cum Rigger) / Junior Technical Assistant - IV	121	3 years Diploma in Mechanical Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General, OBC & ST candidates and 45% in case of SC / PWD candidates against reserved/identified positions for them.  OR Matric with ITI in Fitter Trade with pass class.
4.	Junior Engineering Assistant -IV (Production)	123	3 years Diploma in Chemical / Refinery & Petrochemical Engg. or B.Sc.(Math, Physics, Chemistry or Industrial Chemistry) from a recognized Institute / University with minimum of 50% marks in aggregate for General, OBC & ST candidates and 45% in case of SC Candidates against reserved positions.
5.	Junior Quality Control Analyst - IV	124	B.Sc. with Physics, Chemistry/Industrial Chemistry & Mathematics with minimum of 50% marks in aggregate for General, OBC & ST candidates and 45% in case of SC candidates against reserved positions.

## **B. Important Notes for Ex-Apprentices Candidates:**

1. Candidate is allowed to apply for only one discipline, In case of receipt of more than one application for more than one discipline, all the applications will be rejected.
2. Candidate with B.Sc (Physics, Mathematics and Chemistry / Industrial Chemistry) who had completed Apprenticeship training in Trade Apprentice/ Attendant Operator -Chemical Plant (AOCP) can apply for only one post, either post code 123 OR 124. In case of receipt of more than one application for more than one post, all the applications will be rejected.
3. Eligible Ex-Apprentices shall be allowed to avail maximum two opportunities (three opportunities for ex-apprentices belonging to SC & ST category) for employment for Ex-Apprentices of IOCL, Panipat Refinery & Petrochemical Complex under Stage-I Recruitment process.
4. Ex-apprentices who are not successful in stage-I selection process, may avail opportunity for recruitment against vacancies notified through open advertisement under stage-II recruitment on All India basis till they meet the prescribed eligibility conditions.
5. Qualification for the purpose would mean the qualification based on which candidature is offered or considered claimed by a candidate.
6. A qualification acquired through Part-Time/Correspondence/Distance Learning mode shall render the candidate ineligible.
7. A Sandwich Diploma Course (with industrial training as part of the course with no break) shall be considered eligible.
8. Diploma under recognized lateral entry scheme (Class – XII (Sc.)/ITI admitted in 2<sup>nd</sup> 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.
9. Regular full time 2 years ITI (Fitter) course recognized by NCVT/SCVT shall also be considered.
10. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
11. Candidates possessing higher professional qualification such as BE MBA, MCA, CA, LLB or any such equivalent qualification shall not be eligible.
12. **No woman is permitted to work in or allowed to enter** any building in which generation of gas from 'Dangerous Petroleum' as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area. Women candidates are also not considered against the cadres/work areas that requires shift operations 365 days in a year or necessitate undertaking work beyond 07:00 pm (and upto 06:00 am) like Production, P&U (Boiler/Electrical Operations), Quality Control and Fire & Safety or Maintenance services normally performed in shifts.  
  
However, subject to limitations above, Women candidates may apply for the Post Code 119, 120 & 121.
13. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness, etc.
14. Candidates not successful in completing the Apprenticeship Training or not meeting the prescribed eligibility criteria are advised not to apply against the post in this advertisement.
15. 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.

### **C. Reservation for candidates belonging to SC & OBC categories:**

1. Reservation for candidates belonging to SC & OBC (NCL) categories shall be as per the percentage prescribed for recruitment applicable to the State of Haryana.
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 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. 36033/2/2013-Estt.(Res.) dated 13.09.2017.
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 Unreserved (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. 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, against notified numbers of vacancies in identified cadres.
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 candidature will not be considered / adjusted against reservation provided to PwBDs under Section 34(1) of the Act of 2016.

### **D. Other concessions/Relaxation:-**

1. SC/ST/PwBD categories appearing for written test/interview will be reimbursed single 2<sup>nd</sup> class railway fare from the nearest railway station from the mailing address to the place of Written test/SPPT & back by the shortest route on production of tickets, provided the distance is not less than 30 KMs. Candidates are advised to submit their Bank detail in the format provided at Annexure-I along with travelling expenses claim form provided at Annexure-II to the IOCL Officials at the time of Written Test/SPPT for reimbursement of travelling expenses.
2. Ex-Apprentices are exempted from payment of application fee.

### **E. Age limit/Relaxation**

1. 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.
2. Minimum 18 years and maximum 26 years of age as on 31.12.2018.
3. Relaxation in age upto 5 years for SC and 3 years for OBC (Non-Creamy Layer) candidates considered against reserved position shall be allowed.
4. Relaxable in age by 10 years for Persons with Benchmark Disabilities (PwBD) belonging to Unreserved Category, 13 years for PwBD belonging to OBC (Non-Creamy layer) and 15 years for PwBD belonging to SC.

5. A PwBD candidate availing of only age relaxation (no relaxation in eligibility qualification marks/in written test qualifying marks) shall be considered against unreserved vacancy in order of merit in the select list before being considered against a reserved seat.

**F. Date of reckoning Eligibility criteria:**

The date for the purposes of possession of qualification and meeting age criteria shall be **31.12.2018**.

**G. Pay & Perks:**

Besides Basic Pay and Industrial pattern of DA, other allowances/benefits including HRA, subsidized housing accommodation (as per availability), medical facilities, Productivity/Performance Related Pay, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, Group Saving Linked Insurance, Group Personal Accident Insurance, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance, Maintenance Reimbursement, Children Education Allowance etc., shall be applicable to the as per Corporation Rules.

**H. Selection Methodology**

1. Selection shall be on the basis of performance in Written Test of two hours duration followed by Skill/Proficiency/Physical Test (SPPT) for the shortlisted candidates. SPPT will be of qualifying nature with no marks assigned to it.
2. Candidates securing minimum of 40% marks in the Written Test may qualify for Skill/Proficiency/Physical Test (SPPT).
3. The minimum qualifying marks in Written Test will be relaxed by 5% for candidates belonging to SC / PwBD Category against reserved positions.
4. Shortlisted candidate, in the ratio of 1:2 (two candidates for one post, with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo Skill/Proficiency/Physical Test (SPPT) to be conducted by separate committees duly constituted for each post.
5. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for SPPT or the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
6. In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for the SPPT, 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 prescribed ratio, will get eliminated.
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 which drawing a list, the last name/last few names in the list, in proportion to the prescribed ratio, will get eliminated.
8. Category-wise merit list shall be drawn on the basis of marks obtained in the Written Test only, consisting of names of only such candidates who have qualified the SPPT.

9. The candidature of the applicant would be provisional and subject to subsequent verification of certificate/testimonials, experience etc. At any stage of the selection process, if it is found that the candidate has furnished, false or incorrect information, the candidature/appointment of the candidate will be cancelled.
10. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim will arise for appointment, if some of these vacancies are not filled due to unsuitability of available candidates of insufficient in number of candidates.
11. 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 either in part or full etc. No correspondence will be entertained in this regard.

**I. Pre-Employment Medical and Physical Fitness:**

1. Candidates so selected shall undergo a Pre-Employment Medical Examination (PEME) as per the Corporation Guidelines. Candidates found FIT during Pre-Employment Medical Examination (PEME) conducted by a Refinery Unit shall be eligible for further selection process.
2. Candidates are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standard. Candidates are advised to go through the "Guidelines and criteria for Physical Fitness for pre-employment medical examination" and satisfy themselves of meeting the fitness criteria. The guidelines are available in the following link:

[https://www.iocl.com/peoplecareers/pre-employment\\_guiding\\_principles11th\\_mar\\_2011.pdf](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 advertisement for details of educational qualification, age and other eligibility criteria before submission of their application.
2. Candidates employed in Govt./Govt. Departments/PSUs/Autonomous Bodies will be required to submit NO OBJECTION CERTIFICATE at the time of Written Test, failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Test (SPPT). Such candidates, if offered an appointment, shall be required to submit a proper RELEASE ORDER from their employer at the time of joining, without which they will not be allowed to join.
3. Rules/guidelines, as may be prescribed by the Govt./framed by the Corporation from to time, shall apply.

## L. How to Apply:

1. Eligible ex-apprentices candidates are required to submit neatly typed Application Form in prescribed format attached with this advertisement enclosed as **Annexure-III**.
2. Candidates are required to send the duly filled in Application Form supported by self-attested photocopies of all relevant documents (Qualification/Experience/Apprenticeship Certificate / Age/Caste etc.) to the **Dy. General Manager (Human Resources), HR Department, Panipat Refinery & Petrochemical Complex, Panipat, Haryana-132 140 on or before 15.01.2019**.
3. Candidates should superscribe Advertisement Number and Name of the Post applied for on the top of the envelope.
4. Incomplete application, not supported by self-attested copies of relevant documents, Applications received after the last date shall be summarily rejected without any further communication whatsoever.
5. Candidates are advised to carry a copy of the application with originals & self-authenticated copies of all testimonials and produce the same at the time of Skill/Proficiency/Physical Test for verification.
6. Further information regarding written examination, call letters, results, etc. shall be made available through the website [www.iocl.com](http://www.iocl.com) or over email. Candidates are, therefore, advised to keep visiting the website regularly.

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### **Important Dates for Candidates:**

DATE OF STARTING RECEIVING OF APPLICATION	:	01-01-2019 (10:00 Hrs.)
LAST DATE OF RECEIPT OF APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS	:	15-01-2019 (17:00 Hrs.)
LIKELY DATE OF WRITTEN TEST	:	20-01-2019
LIKELY DATE OF PUBLICATION OF WRITTEN TEST RESULT	:	20-01-2019

#### For Clarification(s)

Contact on Phone No. 0180-252-2048/2037/2043 or e-mail to: [singhgunita@indianoil.in](mailto:singhgunita@indianoil.in) / [yashwentyadav@indianoil.in](mailto:yashwentyadav@indianoil.in) / [t\\_pasi@indianoil.in](mailto:t_pasi@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**

**BANK DETAILS FORM FOR TA CLAIM REIMBURSEMENT THROUGH ONLINE MODE  
(ONLY FOR SC/ST/PwBDs CANDIDATES)**

**Advertisement No. PR/P/42 (2018-19)**

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/PwBD)	
4.	Code & Name of the Post applied for	
5.	Address of the Candidates	
6.	Core Bank Account Number (of the candidate)	
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)**





IndianOil

**INDIAN OIL CORPORATION LTD.  
PANIPAT REFINERY & PETROCHEMICAL COMPLEX**

**Reimbursement of Travelling Expenses for appearing in Written Test/Personal Interview  
(Only for SC/ST/PwBD candidates)**

Name (In block letters): Address (in Block Letters): Contact No.: Email id:		Post Applied for:	Place of Written Test/Personal Interview Date of Written Test/SPPT
Journey From: To: Nearest Railway Station:	Mode of Journey Air: Train: Bus:	Train/Flight No.	Roll No.: S.C.: S.T.: PwBD: Class & Date of Journey: Ticket (s) No.:
Fare One way Rs. Fare in words: Rs. Total fare both ways Rs.			
I Certify that: 1. That I have not claimed the amount from the Government or any present employer 2. I have not utilised Air/Rail/Bus Pass or concessional tickets for the journey. 3. I will return by the same class and mode of journey.			
			Signature of Candidate
Use in HR Department			
Verified the above particulars Rs. _____		_____ may be reimbursed to applicant Signature of Officer In-Charge	
For Use Finance Department			
P.C. Voucher No.	Date	A/c Code	
Passed for Payment Rs. _____		A/c Head Expenses	Travelling
In words Rs. _____		Received payment	
Asstt/Acctt: ACO/SACO		Date: Signature	
<b>Please attach bus/rail Journey tickets</b>			

**Annexure-III**

**Advt. PR/P/42(2018-19)**

1	Name & Code of the Post Applied For				Affix latest passport size Photograph			
2	Name of the Candidate							
3	Date of Birth	___/___/___	Age as on 31.12.2018	___ years				
4	Father's Name							
5	Category	SC / ST / OBC / GEN (put a tick mark in the appropriate category)						
6	Gender	Male / Female (put a tick mark in the appropriate category)						
7	Communication Address with PIN Code							
			PIN CODE:					
8	Nationality		9) State of Domicile					
10	e-mail ID		11) Mobile No.					
12	Educational Qualifications (from Class-X onwards)							
	Educational Qualification	Name of the University/ Institute/ Board	Regular Full time Course (YES / NO)	Duration of Course (in years)	Marks Obtained	Aggregate Marks (Semester / Year)	%age of Marks obtained	Month & Year of Passing

- 13 Post Qualification Apprenticeship Training / Experiences under gone as on 31.12.2018 (Including Apprenticeship undertaken at IOCL, Panipat Refinery & Petrochemical)

Name of the Company / Organisation	Trade/Discipline of Apprenticeship Training	Period of Apprenticeship Training (From - To)	Duration of Apprenticeship Training

- 14 Declaration regarding Point J of Advertisement No. PR/P/42 (2018-19)

I hereby declared that the particulars furnished above are completed and correct to the best of my knowledge and belief. I understand that, if at any stage, it is found that the information given above is false or incorrect or if I do not satisfy the eligibility criteria stated in the advertisement, my candidature / appointment is liable to be cancelled / terminated.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature \_\_\_\_\_

**Documents / Testimonial to be submitted along with the Application form**

- i Self-attested photocopies of Matriculation Mark sheet and Pass Certificate (for supporting of age proof)
- ii Self-attested photocopies of Degree / Diploma / ITI - Mark sheets (All semester) and Passing Certificates
- iii Full time regular course certificate from University/Institute, if not mentioned in certificate/Mark sheet.
- iv Apprentice Completion Certificate issued by Panipat Refinery & Petrochemical Complex.
- v NCVT certificate issued by RDAT after completion of AITT in case of Trade Apprentices
- vi Proficiency Certificate issued by BOAT after completion of Technician Apprenticeship training
- vii Caste/category Certificate of SC/ST/OBC (Non Creamy Layer) / PwBD (wherever applicable) in prescribed format.
- viii Experience Certificate includes Offer Letter, Confirmation Letter, Pay Slip (wherever applicable) etc.
- ix No Objection Certificate (NOC) required if employed in Govt/PSU/Semi-Govt/Autonomous bodies.
- x 4 copies of latest passport size photograph.
- xi Copy of Aadhar Card