

**INDIAN OIL CORPORATION LIMITED****(Marketing Division)****Southern Region, IndianOil Bhavan, No.139, Uttamar Gandhi Road, Chennai - 600034****Advertisement No. IOCL/MKTG/SR/APPR/2019-2020-Phase IV****Notification for Engagement of Trade Apprentices – Data Entry Operator under the Apprentices Act , 1961 at IOCL-Southern Region (MD)**

Indian Oil Corporation Limited, one of 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 **Trade Apprentices - Data Entry Operator(Fresher/ Skill Certificate Holders)** at its **Locations in States of South India (Tamil Nadu & Puducherry, Karnataka, Kerala, Andhra Pradesh & Telangana).**

Applications are invited from candidates meeting the following qualification & other parameters for engagement as Apprentices under Apprentices Act, 1961/1973/1992 (as amended from time to time) as mentioned below:

A. Educational Qualification, Provisional Number of seats in Apprentice category including likely reservation shall be as follows. Reservation will be applicable as per the prescribed percentage for recruitment applicable to the State of Tamil Nadu & Puducherry, Karnataka, Kerala, Andhra Pradesh and Telangana as follows:-

STATE	Disc Code	Discipline	Period of Apprenticeship (in Months)	Total	UR	EWS	SC	ST	OBC (NCL)
Tamil Nadu & Puducherry	01	Trade Apprentice- Data Entry Operator(Fresher)	15	4	2	0	1	0	1
	02	Trade Apprentice- Data Entry Operator(Skill Certificate Holders)	15	4	3	0	0	0	1
Karnataka	01	Trade Apprentice- Data Entry Operator(Fresher)	15	2	2	0	0	0	0
	02	Trade Apprentice- Data Entry Operator(Skill Certificate Holders)	15	2	2	0	0	0	0
Kerala	01	Trade Apprentice- Data Entry Operator(Fresher)	15	2	2	0	0	0	0
	02	Trade Apprentice- Data Entry Operator(Skill Certificate Holders)	15	1	1	0	0	0	0
Andhra Pradesh	01	Trade Apprentice- Data Entry Operator(Fresher)	15	2	2	0	0	0	0
	02	Trade Apprentice- Data Entry Operator(Skill Certificate Holders)	15	1	1	0	0	0	0
Telangana	01	Trade Apprentice- Data Entry Operator(Fresher)	15	2	2	0	0	0	0
	02	Trade Apprentice- Data Entry Operator(Skill Certificate Holders)	15	1	1	0	0	0	0

Note: Stipend as per recent Government guidelines and IOCL’s Policy at the time of engagement.

- 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.
- In case of non-availability of suitable candidates for filling up the seats against the above in a particular category, the same shall be filled by suitable candidates from other category, as the case may be, as per selection criteria and other criteria/parameters.
- For PwBD (Persons with Benchmark Disability) category, Govt of India Guidelines shall apply.

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:

- PV-Low vision, Blind
- PH-Hard of hearing, Deaf

P=Physical; V=Vision; H=Hearing;
L=Locomotors;

3. PL-Musculoskeletal (OH-OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured
4. Multiple (a combination of above)
- OH=Orthopaedic Handicap;
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

Qualification Criteria

Discipline Code 01 Trade Apprentice – Data Entry Operator(Fresher Apprentices) - Minimum 12th Pass(but below Graduate)

Discipline Code 02 Trade Apprentice- Data Entry Operator(Skilled Certificate Holders) - Minimum 12th Pass(but below Graduate). additionally, candidates should possess Skill Certificate of 'Domestic Data Entry Operator' for training of less than one year issued by an awarding body recognised under National Skill Qualifications Framework or any other authority recognised by the Central Government.

Eligibility Criteria:

1. The qualification prescribed shall be from a recognized Board **as a full time regular course**. Qualification acquired through Correspondence / Distance Learning mode shall render the candidate ineligible.
2. **The candidates who have undergone Apprenticeship earlier or pursuing Apprenticeship Training in an Industry as per the Apprenticeship Act, 1961/1973 as amended from time to time or job experience for a period of 1 year or more are NOT eligible.**
3. 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 Institute from where the candidate pursued his 12th Standard along with his Application Form.
4. Candidates registered with Local / State Employment Exchange(s) and meeting the prescribed eligibility criteria, are required to **apply Online, failing which their candidature will not be considered.**
5. **Candidates possessing higher than the prescribed qualification ie., Graduation/Post Graduation/Diploma/ITI etc., are not eligible to apply.**
6. Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection/termination or any time during engagement.

B. Age: Minimum 18 years and maximum 24 years as on **31.01.2020** (Relaxable by 5 years for SC/ST i.e. up to a max of 29 yrs., 3 years for OBC i.e. up to a max of 27 yrs., 10 years for PWBD Gen, 15 years for PWBD SC/ST, 13 years for PWBD OBC for the posts reserved for them).

C. Period of Apprenticeship Training: 15 months

D. Selection Methodology:

1. The Selection shall be on the basis of performance of the candidates on the basis of marks obtained by them in the Written Test and meeting the notified eligibility criteria.
2. The Written Test will be conducted with Objective Type Multiple Choice Questions(MCQ's) consisting of four options with one correct option in the following:
 - General Aptitude and Reasoning
 - General English
 - Numerical Aptitude
 - General Knowledge/Awareness
3. The candidates will have to qualify successfully through each stage of the selection process i.e. Written Test (Minimum 40%, relaxable by 5% for candidates from SC/ST categories against reserved positions) and Pre-engagement medical fitness for being adjudged suitable for engagement.
4. Candidates are advised to ensure that they are medically fit as per Indian Oil's pre-engagement medical standard. Candidates are advised to go through the "Guidelines and Criteria for physical Fitness for Pre-engagement medical Examination" before they commence the application process. The guidelines are available in the following link : <https://www.iocl.com/PeopleCareers/Careers.aspx>-> **Pre-engagement Medical Format.**

E. Concessions /Relaxation:

1. SC/ST candidates appearing for Written Test will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of test and back by the shortest route on production of ticket, provided the distance is not less than 30 KMs.
2. SC/ST/OBC (NCL-Non Creamy Layer) candidates applying for Unreserved (UR) seats shall be considered subject to their fulfilling the standards applicable to candidates belonging to General category.

F. General Instructions:

1. **Candidates are advised to carefully read the full advertisement for details of Educational Qualification and other eligibility criteria before submission of online application on or before 24.02.2020 @ 5 pm.**
2. Candidates are advised to register as a Trade Apprentice online at <http://www.apprenticeship.gov.in/Pages/Apprenticeship/home.aspx>.
3. If the application is not submitted in line with the eligibility criteria, terms & conditions, then the Application is liable for rejection.
4. The last date for submission of on-line application is 24.02.2020 @ 5 pm. Candidates are requested to apply sufficiently in advance before the closing date.
5. 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>)
6. **Candidates are advised to periodically visit our above website as all future correspondence and latest information with regard to Written Test shall be only on our website and/or by email/sms-alerts.**
7. **Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website: www.iocl.com or at (<https://www.iocl.com/PeopleCareers/job.aspx>) ONLY.**
8. Wherever CGPA/OGPA or Letter Grade is awarded in 12th Standard, its equivalent aggregate percentage of marks must be indicated in the On-line Application Form as per the norms adopted by Institute.
9. **The candidature of the applicant would be provisional and subject to subsequent verification of certificates and 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 is liable to be terminated.**
10. 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.
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, 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.
12. 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 submission of on-line applications shall not be considered "Eligible" and treated as "Rejected". Canvassing of any kind shall disqualify the candidate.
13. Mere selection in written examination or empanelment after the selection process shall not confer any right of engagement to the Applicants.
14. **Upon completion of the Apprenticeship period, the Corporation shall have NO obligation to offer employment to such apprentices NOR can an Apprentice claim right for employment on the grounds of completion of Apprenticeship.**

G. Requirement before filling online Application Form:

1. **The candidate must have an active email ID and Mobile number which must be valid for at least 1 year as all future communications with candidates will take place through email/Sms alerts. Candidates are advised to mention their correct email id/mobile number and keep checking their e-mail /Sms messages as all future communications including communication to download admit cards for Written Test shall be sent only through email/Sms alerts.**
2. All the candidates are advised to keep a printout of the online application form as candidates must mention their Application number and Date of Birth for downloading admit cards from the website www.iocl.com(Careers-> Latest Job Opening-> **Engagement of Trade Apprentices – Data Entry Operators in Southern Region (Marketing Division)-FY 2019-2020-Phase IV**). The candidate should have the

scanned copies of self-attested photocopies of the following documents ready in pdf/jpg format (not exceeding size of 100kb each)-before applying on-line -

- Xth std /SSLC /Matriculation certificate /mark sheet issued by concerned education Board as proof of Date of Birth.
- Certificate of the prescribed Educational Qualification-12th Standard/Certificate of 'Domestic Data Entry Operator' (as applicable)
- Caste certificate if applicable.
- Signature in black ink.
- Recent colour passport size photograph

3. 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.

4. **Cutoff date: The candidate must possess the prescribed qualification, age etc. as on 31.01.2020.**

5. **Other Requirements :**

- a) Candidate to register themselves as an Apprentice with RDAT (Regional Directorate of Apprenticeship Training) of the respective State against which they are applying. You need to register at Apprentices -> Apprentice Registration.
- b) Candidate should have a PAN Card.
- c) Candidate should have an Aadhar Card.
- d) Candidate should have a Bank Account & Cheque Book with their names printed.

H. How to Apply:

1. Candidates meeting the prescribed eligibility criteria may apply online from **10th February 2020 from 10 am to 24th February 2020, 5 pm** through the link which will be provided in our corporate website www.iocl.com(Careers-> Latest Job Opening-> Engagement of Trade Apprentices in Southern Region (Marketing Division)-FY 2019-20. **Only Online mode of Applications will be accepted.**
2. 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/mark sheet), prescribed educational qualification, caste certificate as 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 e-mail/Sms for downloading admit card for the Written Test.
3. Those applications which are incomplete/not uploaded with self- attested copies of certificates /not in line with the terms & conditions will be liable for rejection.

I. Verification of Documents:

Candidates qualified in the Written Test shall be called for verification of the original documents. The following original documents along with a self attested copy should be furnished at the time of verification:

- a) Xth std /SSLC /Matriculation certificate /mark sheet 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) Caste certificate by reserved category candidates in the Performa prescribed by the Govt. and issued by Competent Authority only.
- c) For claiming the benefit of OBC category, the candidate should submit a latest Caste Certificate (not more than 6 months old) in the Performa 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 candidates and indicate their category as "UR". Indian Oil Corporation Ltd. (Southern Region) 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.
- d) Certificate from the Institute stating that the Candidate has pursued through regular mode and the year of passing.

J . IMPORTANT DATES TO NOTE :

1. **DATE OF OPENING OF ONLINE APPLICATION: 10th FEBRUARY 2020 FROM 10 am ONWARDS.**
2. **LAST DATE OF SUBMISSION OF ONLINE APPLICATION: 24th FEBRUARY 2020 UPTO 5 pm.**
3. **WRITTEN TEST WILL BE CONDUCTED AT CHENNAI ON 08TH MARCH 2020 (SUNDAY). DETAILS OF DATE AND VENUE WILL BE INFORMED IN THE ADMIT CARD. ADMIT CARD WILL BE UPLOADED IN THE PORTAL AND INTIMATION WILL BE SENT VIA REGISTERED EMAIL/SMS.**
4. **TENTATIVE DATE FOR UPLOAD OF CALL LETTER FOR DOCUMENT VERIFICATION OF QUALIFIED CANDIDATES 12TH MARCH 2020.**

(Please note that any change in date of the Written Examination or the City will be intimated through the IOCL website. Hence candidates are advised to regularly check the website for any updates).

Advertisement No. IOCL/MKTG/SR/APPR/2019-2020-Phase IV
