



INDIAN OIL CORPORATION LIMITED
(Refineries Division)
PARADIP REFINERY, PARADIP

Advertisement No. PDR/HR/03/Apprentices-16

Date : 19-09-2016

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, proposes to engage Apprentices at its Paradip Refinery at Paradip, Odisha.

Applications are invited from candidates meeting the following qualifications & other parameters for engagement under Apprentices Act, 1961 / Apprentices Amendment Act, 1973 or as amended from time to time in the Trade / Disciplines mentioned below:

Educational Qualification, Provisional Number of seats in Apprentice category including likely reservation shall be as follows. 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 Odisha.

Disc. Code	Discipline	Qualification	Total Nos.	UR	SC	ST	OBC (NCL)	Consolidated Stipend per month
101	Trade Apprentice / Attendant Operator (Chemical Plant) Discipline – Chemical	3 years Full-Time B.Sc. (Physics, Maths, Chemistry/ Industrial Chemistry)	18	9	2	4	3	Rs 6970/- and Rs.7220/- respectively in 1 st & 2 nd Year of Apprenticeship
102	Technician Apprentice Discipline – Chemical	3 years Full-Time Diploma in Chemical Engineering / Refinery & Petrochemicals Engineering	11	5	2	4	--	Rs. 7530/-
103	Technician Apprentice Discipline - Electrical	3 years Full Time Diploma in Electrical Engineering	2	1	--	1	--	
104	Technician Apprentice Discipline – Instrumentation	3 years Full Time Diploma in Instrumentation / Instrumentation & Electronics / Instrumentation & Control Engineering	3	2	--	1	--	
Total			34	17	4	10	3	

Reservation Positions : SC-4, ST-10, OBC (NCL)-3

Note :

1. Apprentices shall have to undergo Training inside Plant Area in rotating shifts.
2. The qualification prescribed shall be from a recognized University/Institute as a regular full time course with minimum 50% marks (45% for SC/ST candidates) in aggregate.
3. The candidates should not have undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961 / Apprentices Amendment Act, 1973 or as amended from time to time.
4. Candidates, who had training or job experience for a period of one year or more after the attainment of these qualifications, shall not be eligible for being engaged as Apprentice against the Discipline Codes **102, 103 & 104**. **Applicants for the position of Technician Apprentices (Discipline Codes 102, 103 &**

104) should not have completed 3 years after passing of the qualifying examination as on 31-08-2016.

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 from where the candidate pursued his Diploma / Graduation along with his application form.

Age : Minimum 18 years and maximum 24 years **as on 31.08.2016** (Relaxable by 5 years for SC/ST, 3 years for OBC (NCL), for the seats reserved for them).

Period of Apprenticeship Training :

18 months for Discipline Code 101 and 12 months for Discipline Code 102 to 104

After successful completion of Apprenticeship period, candidates may be considered for appointment / given due preference against vacancies in a regular post in respective disciplines, in terms of applicable guidelines/provisions.

Important Instructions:

Selection Methodology:

1. Selections for engagement of Apprentices would be based on Written Test and Personal Interview. The Written Test will be of two hours duration & would carry a weightage of 85%. The maximum weightage for Personal Interview will be 15%.
2. 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 Categories against reserved positions) and pre-employment medical fitness for being adjudged suitable for engagement.
3. 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" before they commence the application process. The guidelines are available in the following link : <http://www.iocrefrecruit.in>.

Concessions/Relaxation :

1. SC/ST candidates appearing for Written Test / Personal 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.
2. SC/ST/ OBC (NCL) candidates applying for "Unreserved – UR" seats shall be considered subject to their fulfilling the standards applicable to candidates belonging to General Category.

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 disciplines/trades notified above involve undertaking training in operations & maintenance activities in plant area. Petroleum Refining is considered as complex and hazardous process and as such disciplines/trades notified above are not identified for being undertaken by Persons with Disabilities (PWDs).
3. 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. 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. (Paradip Refinery) 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. The candidate must have the prescribed qualification and age as on 31.08.2016.

5. Incomplete applications, not supported by self authenticated copies of relevant documents, not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and shall be treated as rejected.
6. Candidates applying for more than one Discipline Code will not be considered and their application will be rejected.
7. Candidates possessing higher professional qualifications such as BE 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 and termination any time during engagement of Apprentice / employment, if recruited.
8. 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.
9. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials. 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.

Requirement before filling on-line application form:

The candidate must have an active email ID which must be valid for at least next one year as all future communication with candidate will take place only through e-mail. Candidates are advised to mention their correct e-mail id and keep checking their e-mail messages, as all future communication including e-mail messages to download call letters for written test shall be sent only through e-mail. All the candidates are also advised to keep a printout of the online application form as candidates must mention their application No. and date of birth for downloading call letters from the web-site: www.iocrefrecruit.in.

The candidate should have relevant documents / certificates pertaining to age, qualification, caste, experience if any, **scanned copy of recent passport size colour photograph (Height : 125 pixels, width : 95 pixels, size : not less than 10 KB, format : .JPG) and signature in black ink (Height : 40 pixels, width : 150 pixels, size : not less than 4 KB, format : .JPG)** etc. ready before applying on-line. The signature placed on the application form must be the same as uploaded in the online recruitment package.

How to Apply:

Candidates meeting the above prescribed eligibility criteria may visit our website www.iocrefrecruit.in and apply on-line from **26-09-2016 to 20-10-2016**.

After successfully applying/registration of on-line application, the candidate must take a print out of the filled-in on-line application form, affix his photograph, sign in the space provided for the purpose and send the same along with all supporting documents as mentioned in the check list attached to the application form by ordinary post to **Indian Oil Corporation Limited, Paradip Refinery, Post Box No. 145, General Post Office (GPO), Bhubaneswar – 751 001, Odisha**. The last date of receipt of printout of online application form along with all supporting documents is **31-10-2016 at the above address**. Printout of online application form received after last date shall be summarily rejected. Candidates who submit separate applications without submitting their application, through online mode and printout thereof shall not be considered.

Canvassing in any form is liable to render the candidate ineligible for any of the above trade / disciplines. Queries, if any, may be addressed to the following e-mail id : pdrp-apprenticeship@indianoil.in Contact No. 06722 – 252040.

DATE OF OPENING OF ONLINE APPLICATION : 26-09-2016

LAST DATE OF SUBMISSION OF ONLINE APPLICATION : 20-10-2016

LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONGWITH SUPPORTING DOCUMENTS : 31-10-2016

CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION FORM

Please tick (✓) mark in appropriate box

1.	Proof of Date of Birth: 10 th Standard Mark Sheet by State or Central Board mentioning the date of birth, School Leaving Certificate.	
2	Photo Identity Proof : Driving Licence / Voter Id / PAN Card / Aadhaar Card / Passport.	
3.	Essential Qualification : Discipline Code : 101 – 3 years full time, B.Sc.(Physics, Mathematics & Chemistry / Industrial Chemistry) Discipline Code : 102 – 3 years full time, regular Diploma in Chemical / Refinery & Petrochemicals Engineering Discipline Code : 103 – 3 years full time, regular Diploma in Electrical Engineering Discipline Code : 104 – 3 years full time, regular Diploma in Instrumentation / Instrumentation & Electronics/ Instrumentation & Control Engineering	
3.1	Attested copies of all the Mark sheets and Pass Certificate issued by the respective Board/ University:	
3.1	10 th Standard	
3.2	12 th Standard	
3.3	For Discipline Code : 101 – Trade Apprentice / Attendant Operator (Chemical Plant), Discipline : Chemical.	
3.3.1	Mark sheet of B.Sc. 1 st Year	
3.3.2	Mark sheet of B.Sc. 2 nd Year	
3.3.3	Mark sheet of B.Sc. 3 rd Year	
3.3.4	Final Degree Certificate	
3.4	For Discipline Code : 102 - Technician Apprentice, Discipline : Chemical Discipline Code : 103 -Technician Apprentice, Discipline : Electrical, Discipline Code : 104- Technician Apprentice, Discipline : Instrumentation	
3.4.1	Mark sheet of Diploma 1 st Year / Diploma 1 st & 2 nd Semester	
3.4.2	Mark sheet of Diploma 2 nd Year / Diploma 3 rd & 4 th Semester	
3.4.3	Mark sheet of Diploma 3 rd Year / Diploma 5 th & 6 th Semester	
3.4.4	Final Diploma Certificate.	
4.0	Copy of SC / ST / OBC (NCL) certificate in the prescribed format.	
5.0	Certificate from the Institute where the candidate has pursued his Degree / Diploma 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.	