



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

Ref. Advt. No. PR/P/40(2017-18)

Date: 04-01-2018

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 **31.12.2017** 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 Scale of Pay Scale of Rs.11,900–32,000/-(Pre-revised):

Name of the Post	Discipline	Post Code	*Total vacancies	UR	SC	OBC
Jr. Engineering Assistant -IV (Mechanical-Fitter-cum-Rigger)	Mechanical	121	3	2	-	1
Jr. Engineering Assistant -IV (Production)	Chemical	123	20	10	4	6

** 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.*

A. Qualification & Experience Criteria:

Post Code	Name of the Post	Prescribed Qualification (Regular Full Time Recognised Courses from Indian Universities / Institutions)
121	Junior Engineering Assistant - IV (Mechanical- Fitter cum Rigger)	3 (three) years Diploma in Mechanical Engineering from a recognized University/Institute with minimum of 50% marks in aggregate. OR Matric with ITI in Fitter Trade with Pass class
123	Junior Engineering Assistant - IV (Production)	3 (three) years Diploma in Chemical/Refinery & Petrochemical Engineering OR BSc (Math, Physics, Chemistry or Industrial Chemistry) from a recognized University/Institute with minimum of 50% marks in aggregate for General & OBC candidates & 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. Eligible Ex-Apprentices shall be allowed to avail maximum two opportunities (three opportunities for ex-apprentices belonging to SC category) for employment for Ex-Apprentices of IOCL, Panipat Refinery & Petrochemical Complex under Stage-I Recruitment process.
3. 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.
4. Qualification for the purpose would mean the qualification based on which candidature is offered or considered claimed by a candidate.

5. A qualification acquired through Part-Time/Correspondence/Distance Learning mode shall render the candidate ineligible.
6. A Sandwich Diploma Course (with industrial training as part of the course with no break) shall be considered eligible.
7. Diploma under recognized lateral entry scheme (Class – XII (Sc.)/ITI 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.
8. Regular full time ITI (Fitter) course recognized by NCVT/SCVT shall also be considered.
9. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
10. Candidates possessing higher professional qualification such as BE MBA, MCA, CA, LLB or any such equivalent qualification shall not be eligible.
11. **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 121.

12. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, etc.
13. 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.
14. 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 categories shall be as per the percentage prescribed for recruitment applicable to the State of Haryana.
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 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 category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply against the UR positions provided they meet the age criteria applicable to General Category 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. Relevant List can be viewed at <http://www.ncbc.nic.in>.

D. Other concessions/Relaxation:-

1. SC/ST categories appearing for written test/interview will be reimbursed single 2nd 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 31.12.2017.
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.

F. Date of reckoning Eligibility criteria:

The date for the purposes of possession of qualification and meeting age criteria shall be **31.12.2017**.

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 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 the relaxed 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

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 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/Age/Caste etc.) to the **Dy. General Manager (Human Resources), HR Department, Panipat Refinery & Petrochemical Complex, Panipat, Haryana-132140 on or before 10.01.2018** through Ordinary Post.
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 or over email. Candidates are, therefore, advised to keep visiting the website regularly.

Important Dates for Candidates:

DATE OF STARTING RECEIVING OF APPLICATION	:	05-01-2018
LAST DATE OF RECEIPT OF APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS	:	10-01-2018
LIKELY DATE OF WRITTEN TEST	:	11-01-2018
LIKELY DATE OF PUBLICATION OF WRITTEN TEST RESULT	:	11-01-2018

For Clarification(s)

Contact on Phone No. 0180-252- 2043 / 2048 / 2037 or e-mail to : t_pasi@indianoil.in / mehradk@indianoil.in
/ yashwentyadav@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/40 (2017-18)

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/SPPT
(Only for SC/ST/PwBDs 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	Travelling Expenses
In words Rs. _____		Received payment	
Asstt/Acctt: ACO/SACO		Date:	Signature
Please attach bus/rail Journey tickets			



IndianOil

**INDIAN OIL CORPORATION LTD.
Panipat Refinery & Petrochemical Complex**

**APPLICATION FORM FOR EMPLOYMENT OPPORTUNITY FOR EX-APPRENTICES OF
PANIPAT REFINERY & PETROCHEMICAL COMPLEX**

Advt. PR/P/40(2017-18)

(USE CAPITAL LETTER FOR FILLING THE FORM)

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 31.12.2017 ___ 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 30.12.2017 (Including Apprenticeship undertaken at IOCL, Panipat Refinery & Petrochemical)**

Name of the Company / Organisation	Trade/Discipline of Apprenticeship Training	Period of Apprenticeship Training	Duration of Apprenticeship Training

14 Declaration regarding **Point J of Advertisement No. PR/P/40 (2017-18)**

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) (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