



Indian Oil

INDIAN OIL CORPORATION LIMITED

(REFINERIES DIVISION)

GUWAHATI REFINERY

NOONMATI : GUWAHATI-20



Advertisement No. GR/P/TA/16

Date :16.07.2016

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 Guwahati Refinery at Noonmati, Guwahati (Assam).

Applications are invited from candidates meeting the following qualification & other parameters for engagement as Apprentices under Apprentices Act, 1961/1973 (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 Assam.

Code	Trade/Discipline	Qualification	Period of Apprenticeship (Months)	Total Nos	UR	SC	ST	OBC (NCL)	**Consolidated Stipend per Month
A1	Trade Apprentice – Attendant Operator (Chemical Plant) Discipline - Chemical	3 years full time B.Sc (Physics, Mathematics, Chemistry/Industrial Chemistry)	18	10	06	01	01	02	1 st Year -Rs. 6970.00 2 nd Year- Rs. 9718.00
A2	Trade Apprentice (Fitter) Discipline – Mechanical	Matric with 2 (Two) years ITI (Fitter) course	12	05	03	0	01	01	Rs. 6970.00
A3	Trade Apprentice (Boiler) Discipline - Mechanical	3 years full time B.Sc (Physics, Mathematics, Chemistry/ Industrial Chemistry)	36	06	03	0	0	03	1 st Year -Rs. 6970.00 2 nd Year- Rs. 9718.00 3 rd Year – Rs. 10620.00
A4	Technician Apprentice – Discipline - Chemical	3 years Full Time, regular/sandwich Diploma course in Chemical Engineering /Refinery & Petrochemicals Engineering	12	08	04	01	02	01	Rs. 10620.00
A5	Technician Apprentice Discipline - Mechanical	3 years Full Time, regular/sandwich Diploma course in Mechanical Engineering	12	06	03	0	0	03	Rs. 10620.00

A6	Technician Apprentice- Discipline -Electrical	3 years Full Time, regular/sandwich Diploma course in Electrical Engineering	12	07	04	01	01	01	Rs. 10620.00
A7	Technician Apprentice – Discipline - Instrumentation	3 years Full Time, regular/sandwich Diploma course in Instrumentation/ Instrumentation & Electronics/ Instrumentation & Control Engineering	12	03	02	0	0	01	Rs. 10620.00

**** The stipend payable is subject to revision from time to time. Next revision is due w.e.f 01.10.2016**

Reservation Position: SC -03 ; ST -05 ; OBC (NCL) – 12; PWD* – 05

**Reservation for Persons with Disability will be as follows:*

- *Technician Apprentice (Mechanical), Discipline Code A5 (01)OH -One arm affected or one leg affected **OR** HH*
- *Technician Apprentice (Electrical), Discipline Code A6 (01)OH- One arm affected or one leg affected*
- *Technician Apprentice (Instrumentation), Discipline Code A7 (01)OH- One arm affected or one leg affected*
- *Trade Apprentice (Attendant Operator-Chemical Plant), Discipline code A1 (02) OH – One arm affected or one leg affected.*

Note:

1. The qualification prescribed shall be from a recognized University/Institute as a regular full time course with minimum 50% marks (45% for SC/ST and PWD candidates against reserved positions) in aggregate.
2. In respect of Discipline Codes (A4 to A7), the prescribed qualification is “Minimum 3 years full time, regular /sandwich Diploma course in Engineering in relevant disciplines from a recognized University/Institute with prescribed percentage of marks (50% marks in aggregate for General & OBC candidates and 45% marks in aggregate in case of SC/ST/PWD candidates against reserved posts)”. **Part-time or Diploma obtained through correspondence /distance education mode is not allowed.**
3. The candidates should not have undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961/1973 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 Technician Apprentice against the Discipline Codes (A4 to A7). The applicant for the position of Technician Apprentices (Discipline Codes A4 to A7) should not have completed three years after passing of the qualifying examination as on 01.06.2016

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 /Institute from where the candidate pursued his Diploma course, along with his application form.

Age: Minimum 18 years and maximum 24 years as on 01.06.2016 (Relaxable by 5 years for SC/ST, 3 years for OBC (Non- Creamy Layer), for the post reserved for them)

Candidates belonging to PWD categories shall be given age relaxation upto 10 years (upto 15 years for SC/ST and 13 years for OBC (Non- Creamy Layer) candidates.)

Period of Apprenticeship Training

12 months to 36 months: As indicated against the respective Discipline codes.

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.

Candidates (including PWD) considered for selection in Materials cadre and QC cadre will be imparted six months training and upon completion of such training, may be appointed in regular scale in Grade IV in terms of applicable guidelines /provisions. Such candidates will be paid an all inclusive stipend of Rs 15,250/- PM during the training period.

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 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/PWD 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 Indianoil'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.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf

Concessions/Relaxation:

1. SC/ST/PWD 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.

General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of application through e-mail.
2. PWD candidates with less than 40% of permanent disability are not eligible. The PWD candidates are required to submit a Disability Certificate issued by Competent Authority as per the Persons with Disabilities (equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2009, failing which their candidature as PWD candidates will not be considered. Persons with Disabilities [OH and HH] must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.
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. (Guwahati 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 possessed the prescribed qualification as on **01.06.2016**
5. Incomplete applications, 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 Trade/discipline 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 & termination any time during engagement/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 application form through e-mail:

- a. Each applicant/candidate must have an active email ID which must be valid for at least next one year. All communications with the applicants/candidates will take place only through email.
- b. The Candidates should have the relevant certificates/testimonials/documents/proof pertaining to Age, Educational Qualification, Caste, etc. ready before applying through e-mail.
- c. The candidate must ascertain the correctness of information/details before filling in the application format and its final submission for sending through e-mail.
- d. The candidates shall be wholly and exclusively responsible for the information/details so filled/provided in his/her application form.

How to Apply:

Candidates undertaking the responsibility of correctness of particulars/details required in the application format will ensure that he possesses all the relevant certificates/testimonials/proofs/supporting documents pertaining to Age, Caste, Educational Qualifications, etc. and such other particulars/information at the time of submission of application format.

Candidates meeting the prescribed eligibility criteria are required to follow the steps mentioned below for submitting their application through e-mail:

Step I – Type and fill the application format as per the proforma given below in a A4 size paper.

Step II –Provide particulars of personal details, educational details, communication details and other information as sought in the application format.

Step III – Paste his/her recent passport size photograph and put his/her signature in designated place of the format.

Step –IV Scan the filled up application format after affixing photograph with signature in PDF format (Size not more than 1MB)

Step V – Submit the duly filled clean, visible scanned application format through e-mail at grrecruitment@indianoil.in (Do not attach any other documents at this stage)

Note:

- Only scanned mode of application through e-mail will be accepted. Applications received through any other mode shall be rejected.
- Incomplete applications, applications not mentioning the post, not fulfilling the eligibility criteria, those received after last date or multiple applications for more than one trade/discipline code shall be rejected.

Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to contact No. 0361-2657001{during 1000 – 1700 hrs on all working days (Mon – Fri)}

LAST DATE OF SUBMISSION OF PDF SCANNED COPY OF APPLICATION THROUGH e-MAIL : 31.07.2016