

**INDIAN OIL CORPORATION LIMITED**  
**(Assam Oil Division)**  
**Digboi Refinery**

Advertisement No. DR/TA2017 (1)

Date: 03.02.2017

**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 Digboi Refinery at Digboi, 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.

Trade code	Trade/Discipline	Qualification	Period of Apprenticeship (Months)	Total Nos.	UR	SC	ST	OBC (NCL)
A1	Trade Apprentice Attendant Operator (Chemical Plant) Discipline- Chemical	3 years full time B.Sc. (Physics, Maths, Chemistry/ Industrial Chemistry)	18	20	12	1	2	5
A8	Laboratory Assistant (Chemical Plant) Discipline- Quality Control			10 <sup>#</sup>	7	0	1	2

**# Out of 10 (ten) positions against trade code A8 (Laboratory Assistant (Chemical Plant)), 01 position is reserved for persons with disabilities with OH(OA,OL), Abbreviations :OA(One Arm) OL(One Leg)**

Persons with disabilities must be capable of performing the task assigning to them / take instructions using suitable aids & appliances.

**A) Important Notes:**

1. A candidate is allowed to apply for one trade /discipline. In case of receipt of more than one application for more than one trade/discipline, all the applications will be rejected.
2. Candidates possessing higher professional qualifications such as BE, MBA ,CA ,LLB ,MCA or any such equivalent qualification are not eligible.
3. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
4. No women is permitted to work in such operations such processes which are considered hazardous including the processes for generation of gas from dangerous petroleum as defined in the petroleum Act, 1934.Women candidates are accordingly not considered eligible against Chemical disciplines and also the cadres following three shift Operations 365 days in a year in Quality Control and also in LPG storage & handling Area. Women candidates therefore will not be considered for engagement in above trade/disciplines. (Post code A1 & A8)
5. The candidate should not have undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprenticeship Act, 1961/1973 as amended from time to time.
6. As provided under the Apprentices Act, candidates, possessing the above qualification and who had undergone a training or job experience for a period of one year or more after the attainment of the qualification, shall not be eligible for being engaged as Trade apprentice against the above trades.
7. 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 degree course, along with his application form.

8. The prescribed qualification shall be from a recognized University/Institute as a regular full time course with minimum 50% marks (45% for SC/ST/PWD candidates against reserved positions) in aggregate.
9. The disciplines /trades notified above involve undertaking training in operation and maintenance activities in plant area. Petroleum refining is considered as complex and hazardous process and as such persons with disabilities with a prescribed qualification are being engaged only against identified positions in Quality Control discipline (A8) as indicated above. Persons with permanent disability of 40% or higher, are required to submit a certificate issued by a medical board constituted by the central/ state government, failing which their candidature as PWD candidates will not be considered.
10. 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.

**B. Obligation for employment:**

1. **The Corporation has no obligation to offer regular employment to apprentices.**
2. However, after successful completion of apprenticeship period candidates may be considered for appointment / given due preference against vacancies in regular post in respective discipline, in terms of applicable guidelines / provisions.

**C. Reservations for candidates belonging to SC,ST,OBC & PWD**

1. The reservation for candidates belonging to SC,ST,OBC & PWD categories will be in terms of numbers indicated above.
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, specially 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, Govt. of India OM No.36012/22/93-Estt.(SCT) dated 08.09.1993.
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 UR candidates and indicate their category as "UR". Indian Oil Corporation Ltd. (Assam Oil Division), Digboi being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Govt. shall be treated as OBC for the purpose of reservation.
4. In case of non- availability of sufficient nos. of candidates to fill the reserved seats in a discipline, the vacant seat shall be offered to candidates in any other advertised discipline on the basis of a combined merit list of all trades / discipline.

**D. Concessions/Relaxation:**

1. The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/ST/PWD categories considered with relaxation against reserved positions.
2. 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.

**E. Age Limit/ relaxation for candidates belonging to SC/ST /OBC/PWD:**

1. Certificate issued by a Board of Secondary Education for passing matriculation/ Higher Secondary is the only acceptable document in support of proof of age.
2. Minimum 18 years and maximum 24 years as on 31.01.2017 (Relaxable by 5 years for SC/ST and 3 years for OBC candidates for the vacancies reserved for them).
3. Relaxable by 10 years for Persons with disabilities (PWD) belonging to Unreserved category, 13 years for PWD belonging to OBC category & 15 years for PWD belonging to SC,ST category.

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

The date for the purposes of possession of qualification & meeting age criteria shall be 31.01.2017.

**G. Other Conditions:**

1. **Stipend:** The trade apprentices shall be paid consolidated stipend of Rs. 6,970 and Rs. 7,220 (inclusive of additional amount) respectively for 1st and 2nd year of apprenticeship training period respectively. The rates of stipend will undergo revision linked to periodic revision in minimum wage of semi skilled worker of Assam State.
2. **Personal Protective Equipment:** The apprentices shall be provided with one pair of safety shoes & one helmet (returnable upon completion of training).
3. **Medical Facility:** Medical Facility for self at IOCL (AOD) Hospital, Digboi during the period of apprenticeship training.
4. **Company's accommodation /HRA:** No HRA or company's accommodation shall be provided to apprentices. However, apprentices belonging to PWD category may be allowed shared hostel accommodation at normal charges, subject to availability.
5. **Leave and holidays:** Apprentices will be allowed 8 days leave in a quarter. They will also be allowed to avail casual leave and holidays as per rules framed by the corporations.
6. **Insurance Coverage:** An insurance coverage under Employees Compensation Act towards compensation due to accident at work place shall be available to the Apprentices (calculated on monthly wage limited to Rs.8000 per month).
7. Apprentices shall be covered under the certified standing Orders applicable to workmen at the Refinery and shall be placed at the administrative control of authorities as prescribed from time to time.
8. Period of Apprenticeship training may be extended under certain circumstances as provided under Rule 7 of the Apprentices Rules 1992.
9. **The Corporation will have no obligation to offer regular employment to Apprentices.**
10. Rules/Guidelines as may be prescribed by the Govt./framed by the Corporation from time to time shall apply.

**H) Selection Methodology:**

1. Selection shall be on the basis of performance in a Written Test of two hours duration and Personal Interview.
2. The ratio of marks for Written test and Interview shall be 85:15 and the candidate will have to secure a minimum of 40% marks at each stage for qualifying the selection process. The minimum qualifying marks will be relaxed by 5% for candidates from SC/ST/PwD categories against reserved positions at each stage of the tests.
3. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for personal Interview or the final selection as the same is related to no. of positions and relative performance for each category.
4. Short list of candidates shall be drawn on the basis of marks obtained in the written test in the ratio of 1:3(subject to securing minimum qualifying marks in the written test). They will be required to attend a personal interview.
5. In case of tie of marks in the written test for the last position on the short list for personal interview, all such candidates shall be called for the personal interview, 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.
6. Category wise merit list of candidates shall be drawn on the basis of marks obtained in the written test and personal interview in the ration of 1:3 'only for such candidates who qualify in the personal interview'.
7. In case of tie of marks for the last position in 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 while drawing the list, the last name/ last few names in the list, in proportion to the prescribed ratio, will get eliminated.
8. PWD candidates will be considered against reserved / identified positions irrespective of their position in select list (in order of merit within the category) on horizontal reservation policy.

9. Filling up of the seats is solely at the discretion of the 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.
10. 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 etc. No correspondence will be entertained in this regard.

**I) Pre engagement Medical and physical fitness:** These standards/ parameters to be met by the candidates for selection of apprentice shall be the same as those applicable to regular employment in respective trade / discipline. Candidates shall go through the guidelines and criteria for physical fitness for pre employment medical examination and satisfy themselves of meeting the fitness criteria before starting the application submission process. The guidelines in this regard are placed in IOCL website at following address:

[http://www.iocl.com/PeopleCareers/Preemployment\\_Guiding\\_Principles11th\\_mar\\_2011.pdf](http://www.iocl.com/PeopleCareers/Preemployment_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 the medical examination conducted by any refinery unit while seeking engagement as an apprentice in the past shall also be required to declare the same with reasons for being declared UNFIT.

**K) General Instructions:**

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of applications.
2. The Apprenticeship agreement shall henceforth be registered online with MSDE.

**L) HOW TO APPLY :**

1. The duly filled in Applications as per the prescribed format should reach **Chief Human Resource Manager, Indian Oil Corporation Limited (AOD), DIGBOI - 786171** on or before **23.02.2017** through post only.
2. In the event of incomplete applications or applications not fulfilling the eligibility criteria, such candidatures shall be treated as "Rejected".
3. Original certificates are required to be brought at the time of personal interview for verification.
4. Canvassing in any form is liable to render the candidature ineligible. Queries if any may be addressed to following email id/contact number.
5. The candidates are required to submit the Application in the prescribed application format only.
6. **Candidates should super scribe Advt. No. , Trade code and Name of the post applied for on the top of the envelope.**
7. **Applications received after the last date shall be summarily rejected.**

**In case of any query, please contact our Recruitment Section as under: E-Mail : [DRPERRECCCELL@INDIANOIL.IN](mailto:DRPERRECCCELL@INDIANOIL.IN) Phone : 03751-264709/03751-263131**

**BE AWARE OF FRAUDS**

RECRUITMENT IN INDIAN OIL ARE UNDERTAKEN ONLY THROUGH EMPLOYMENT EXCHANGE / PRESS NOTIFICATIONS

(USE CAPITAL LETTERS, LIMIT INFORMATION TO BOXES ONLY)

1.Trade applied for

2. Category (please tick)

<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>PWD (OH)</b> (OA, OL)	<b>GEN</b>
-----------	-----------	------------	-----------------------------	------------

Affix latest Passport Size photo

3. Name (in block letters):

4. Gender

5. Father's name

6. Postal Address

PO  PIN

7. Nationality

8. State of Domicile

9. Mobile No

10. eMail-id

11. Date of Birth

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Age as on 31.01.2017

**12. QUALIFICATION as on 31.01.2017**

(Academic Qualification- from class 10 <sup>th</sup> onwards)	Duration of Course (in years)	Whether Regular Course (Yes/No)	Marks obtained	Total Marks	% of marks obtained (if CGPA awarded, please provide percentage as per conversion formula)	Month & Year of Passing	Name of University/ Institute/ Board

13. Whether enrolled as Apprentice earlier  Yes  No (Please tick)

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

Date \_\_\_\_\_ Place \_\_\_\_\_ Signature \_\_\_\_\_

Name of candidate:

**Enclosures to be submitted along with the application form:**

- Self attested Photostat Copies of B.Sc (PCM) academic qualification acquired of all years/ semesters
- Caste/category Certificate of SC/ST/OBC/PWD (wherever applicable issued by competent authority)

**Last date of receipt of completed application : 23/02/2017**