



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

Advertisement No. PR/P/Apprentice/49(2017-18)

Notification for Engagement of Apprentices (Non-Technical)

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, invites applications from candidates with following qualification for engagement as Apprentices in Panipat Refinery & Petrochemical Complex, Panipat, Haryana under Apprentices Act, 1961/1973 in the Trades mentioned below.

Educational Qualification, Provisional Numbers of seats including likely reservation as per the prescribed reservation of Haryana State shall be as under:-

For PwBD (Persons with Benchmark Disability) category, Govt of India Guidelines shall apply.

Code	Trade/Duration (in months)	Qualification	SEATS*				
			Total	UR	SC	ST	OBC (NCL)
A	B	C	D	E	F	G	H
101	Trade Apprentice-Secretarial Assistant/ (12 months)	3 year B.A./B.Sc/B.Com (Minimum 55% in aggregate, 50% in case of SC/PwBD)	7	5	1	0	1
102	Trade Apprentice Accountant/ (12 months)	3 year B.Com (Minimum 55% in aggregate;50% in case of SC/PwBD)	4	2	1	0	1

*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.

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:

1. PV-Low vision
2. PH-Hard of hearing
3. PL-Musculoskeletal (OH-OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured
4. Multiple (a combination of above)
5. Deaf
6. Blind

P=Physical; V=Vision; H=Hearing;
L=Locomotor; O=Orthopaedic;
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.

Important Notes:

1. The prescribed qualification should be from a recognized Indian University/Institute as a regular full time B.A./B.Sc./B.Com. course with minimum 55% marks (50% for SC and PwBD) in aggregate.

2. Qualification of M.A./M.Sc./M.Com. shall not be considered a disqualification. However, percentage requirement shall be reckoned on graduation level exam only. Candidates possessing professional qualifications such as BE/B.Tech, MBA, CA, LLB, MCA or any such equivalent qualification shall not be eligible.
3. Candidates holding a qualification acquired through part-time/correspondence/distance education mode are not eligible.
4. A candidate will be allowed to apply for only one Trade. In case of receipt of more than one application for more than one Trade, all the applications will be rejected.
5. No Claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
6. Those who have undergone Apprenticeship Training earlier or are presently pursuing the same, are not eligible to apply.
7. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness, etc.
8. If it is found that candidate has furnished false or incorrect information at any stage of the selection process, his/her candidature will be liable to be rejected besides criminal prosecution.

A. Obligation for employment:

1. The Corporation will have no obligation to offer regular employment to ex-Apprentices.

B. Reservation for candidates belonging to SC, OBC(NCL) & PwBD :

1. Reservation for candidates belonging to SC, OBC(NCL) & PwBD categories will be as indicated above.
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 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 and OM No. 36033/1/2013-Estt.(RES) dated 13.09.2017.
3. Candidates belonging to OBC, 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. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be considered as OBC for the purpose of reservation.
4. Reservation for PwBD categories shall be in consistence with Section 34(1) of the Rights of Persons with Disabilities Act, 2016.
5. Reservation in PwBD category will be extended on horizontal basis.
6. A person with a specified disability listed in the Schedule appended to the Act but not covered under Section 34(1), if certified by a certifying officer as a person with disability of 40% or above, shall be allowed concessions/relaxations available to PwBDs. One shall be declared successful, if selected on merit against unreserved vacancies. His/her candidature will not be considered / adjusted against reservation provided to PwBDs under Section 34(1) of the Act of 2016.

C. Concessions / Relaxation for candidates belonging to SC/ST/PwBD:

1. The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/PwBD categories considered at each stage of selection process against reserved position.
2. SC/ST/PwBD category candidates appearing for Written Test/Personal Interview will be reimbursed single 2nd class railway fare from the nearest railway station from the mailing address to the place of Written Test/Personal Interview & 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/Personal Interview for reimbursement of travelling expenses.

D. Age Limit & relaxations to candidates belonging to SC/OBC(NCL)/PwBD:

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 31.01.2018 (Relaxable by 5 years for SC, 3 years for OBC(NCL), for seats reserved for them).
3. Relaxable by 10 years for Persons with Benchmark Disabilities (PwBD) belonging to Unreserved Category, 13 years for PwBD belonging to OBC (Non-Creamy layer) and 15 years for PwBD belonging to SC.
4. A PwBD candidate availing of only age relaxation (no relaxation in eligibility qualification marks/in Written Test qualifying marks/ in Personal Interview qualifying marks) shall be considered against unreserved vacancy in order of merit in the select list before being considered against a reserved seat.

E. Date of reckoning eligibility criteria:

1. The date for the purposes of possession of qualification and meeting age criteria shall be **31.01.2018**.

F. Selection Methodology:

1. Selection shall be on the basis of performance in Written Test of two hours duration & Personal Interview in the ratio of 85:15. A candidate will have to secure minimum 40% marks at each stage for qualifying the selection process. The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/PwBD categories considered against reserved positions at each stage of the selection process.
2. Candidates belonging to PwBD categories, who have availed of concession in eligibility qualification marks or in qualifying marks of Written Test or in Personal Interview, will be considered against reserved seats, (in order of merit within the category).
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 for the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
4. Shortlisted candidates, in the ratio of 1:2 will be required to attend a Personal Interview to be conducted by a duly constituted committee.
5. In case of non-availability of sufficient number of candidates to fill the reserved seats in a notified trade, the vacant seat shall be offered to candidates belonging to reserved categories in other trade on the basis of a combined merit list of reserved candidates.
6. Filling up of 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.
7. 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 etc. No correspondence will be entertained in this regard.

G. Pre-Engagement Medical Fitness:

1. Candidates are advised to go through the guidelines and criteria for physical fitness for pre-employment medical examination which shall also be applied for engagement of Apprentices in terms of the Apprentice Act & Rules made thereunder 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 the following address:

https://www.iocl.com/peoplecareers/pre-employment_guiding_principles11th_mar_2011.pdf

2. Medical examination of PwBD candidates shall be with due consideration to the provisions of Rights of Persons with Disabilities Act, 2016.

H. Liability to Declare:

1. Candidates with reported ailments, deficiencies or abnormalities shall make a declaration to this effect while submitting their application.

2. In case a candidate has undergone medical examination conducted by any Refinery Unit or any other PSU and has been found "UNFIT", has to necessarily declare the same along with reasons.
3. If a candidate has been arrested/prosecuted/convicted by any court of law, a declaration has to be made to this effect.

I. Other Conditions:

1. **Stipend:** As prescribed under the Apprentices Act, the Apprentices shall be paid consolidated stipend of an amount equivalent to a prescribed percentage of the minimum wages applicable in Haryana State. In addition, the Refinery pays Rs. 2500/- per month to an apprentice towards stationery, conveyance and miscellaneous expenses etc.,
2. **Medical Facility:** Medical facilities will be allowed for self from the Refinery Hospital during the period of Apprenticeship training.
3. **Company Accommodation/HRA:** No HRA or Company's accommodation shall be provided to Apprentices. However, apprentices belonging to PwBD category may be allowed shared hostel accommodation at normal charges, subject to availability.
4. **Leave & Holidays:** Apprentices will be allowed 8 days leave in a quarter. They will also be allowed to avail of Casual Leave & Holidays as per rules framed by the Corporation.
5. **Insurance Coverage:** An Insurance coverage under Employee's Compensation Act towards accident compensation on monthly wage limited to Rs 8000/- shall be available to the apprentices.
6. Apprentices shall be covered under the Certified Standing Orders applicable to workmen at the Refinery where they are undergoing Apprenticeship training and shall be placed under the administrative control of authorities as prescribed from time to time.
7. **Period of Apprenticeship Training:** Apprenticeship training shall be of 12 month period. Training period may be extended under certain circumstances as provided under Rule 7 of the Apprentices Rules 1992.
8. The Corporation will have no obligation to offer regular employment to ex-apprentices.
9. Rules/guidelines, as may be prescribed by the Govt/framed by the Corporation from time to time, shall apply.

J. 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 Apprenticeship agreement shall be registered on-line with respective authorities.

K. How to apply:

1. A candidate can apply for apprenticeship training at Panipat Refinery & Petrochemical Complex by opting "Panipat Refinery" from amongst other Refinery options.
2. Option for exercising the choice of a Refinery unit has been provided in the application menu (on-line application portal) which shall open at 10:00 hours on 13/01/2018 and close at 17:00 hours on 03/02/2018.
3. Candidates meeting the prescribed eligibility criteria for a seat, may visit the website www.iocl.com and go to 'What's New' > **click on Engagement of Non Technical Apprentices 2018 in IOCL, Refineries Division**. The candidate must have an active email ID and mobile phone number which must remain valid for at least next one year. All future communication with candidate will take place only through website / email / mobile phone. Applications submitted through on-line mode will only be accepted.
4. The candidate should have scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB) ready before applying on-line. The photo and signature in digital form will be required to be uploaded.

5. After successfully applying / registering on-line applications, the candidates are advised to send the printout of the on-line application form, duly signed by him/her, to the **Dy. General Manager (HR), Indian Oil Corporation Ltd., Panipat Refinery & Petrochemical Complex, P.O. Panipat Refinery, Panipat, Haryana-132140**, alongwith all supporting documents & a photograph as mentioned in the check list attached as **Annexure-III**, under self-attestation, **by Ordinary Post** only so as to reach latest by **17.02.2018**. Candidates should super scribe the **Name of the Refinery Unit Applied for, Name of the Trade Applied for** and **Trade Code** on the top of the envelope.
6. If Printout of online application of a candidate is not received by the refinery unit applied for by 17.02.2018, his candidature shall be summarily rejected.
7. The Candidates shall ensure that the printout of the online applications are **sent to the concerned authority at the Refinery Unit applied for**. Application of candidate **submitting online application for one Unit and sending the print out of the online application to other Unit** shall be summarily rejected.
8. A copy of on-line application shall be retained by the candidate and produced for verification at the time of Personal Interview.
9. In the event of incomplete applications, applications not fulfilling the eligibility criteria or failure to produce the printout with attachments prescribed at the time of personal interview, candidature shall be treated as "Rejected".
10. All Original certificates are compulsorily required to be brought at the time of Personal Interview for verification. Further information regarding written examination, call letters results, etc. shall be made available through this website www.iocl.com / www.iocrefrecruit.in / through email. Candidates are, therefore, advised to keep visiting the website www.iocl.com / www.iocrefrecruit.in regularly.
11. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail ids & Contact Nos. given below.

For Queries / Clarification(s)

Contact No.	e-mail ID
0180-252 - 2043/2048/2037	t_pasi@indianoil.in, mehradk@indianoil.in, yashwantiyadav@indianoil.in

Important Dates for Candidates:

DATE OF OPENING OF ONLINE APPLICATION	13.01.2018 (10:00 Hrs.)
LAST DATE OF SUBMISSION OF ONLINE APPLICATION	03.02.2018 (17:00 Hrs.)
LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION WITH SUPPORTING DOCUMENTS	17.02.2018
TENTATIVE DATE OF WRITTEN TEST AT PANIPAT, HARYANA	18.02.2018
TENTATIVE DATE OF PUBLICATION OF WRITTEN TEST RESULT	23.02.2018
TENTATIVE DATES OF PERSONAL INTERVIEW	05.03.2018 – 06.03.2018

Be Aware of Frauds

Recruitment in Indian Oil is 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/Apprentice/49 (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 Trade 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/Personal Interview
(Only for SC/ST/PwBDs candidates)**

Name (In block letters): Address (in Block Letters):		Trade Applied for:	Place of Written Test/Personal Interview
Contact No.: Email id:			Date of Written Test/Personal Interview
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 Expenses	Travelling
In words Rs. _____		Received payment	
Asstt/Acctt:	ACO/SACO	Date: Signature	
Please attach bus/rail Journey tickets			

Annexure-III

CHECK-LIST OF DOCUMENTS TO BE ATTACHED ALONG WITH ON-LINE APPLICATION FORM		
Please tick (√) mark in appropriate box		
1	Printout of On - line Application Form	
2	Proof of Date of Birth: 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.	
3	Passport size photograph	
4	Xth Pass & XIIth Pass Certificate and Mark Sheet issued by the respective Board/University	
5	B.A./B.Sc/B.Com. : Certificate issued by the respective Board/University	
6	All the Mark Sheet (Semesters) of B.A./B.Sc/B.Com issued by the respective Board/University.	
7	Certificate from the Institute where the candidate has pursued his Degree is a regular full time course and the date of publication of result of the final year/ final semester of the Degree course 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 College from where the candidate pursued his Graduation course, along with his application form.	
8	Copy of SC/ST/OBC (NCL) certificate in the prescribed format (mentioning applying for appointment to post under the Government of India)	
9	Copy of PwBD certificate (as per prescribed format)	
10	Copy of documents pursuing higher qualification (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).	
11	Copy of Aadhaar Card	
12	Any other relevant documents in support of qualifications, experience, category, medical etc. as mentioned in our Advertisement No. PR/P/Apprentice/49(2017-18)	

Name & Signature of the Applicant: _____

Trade Name & Application No. - _____

Date: _____