

**INDIAN OIL CORPORATION LIMITED****(Marketing Division)
Western Region****Advertisement No. IOCL/MKTG/WR/APPR./2016 for Technician/Trade Apprentices****Notification for engagement of Apprentices under Apprentices Act, 1961**

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 **Operating locations in Western India in Maharashtra, Gujarat, Madhya Pradesh & Goa.**

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/Discipline mentioned below:

A. 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. Reservation will be applicable as per the prescribed percentage for recruitment applicable to the State of **Maharashtra, Gujarat, Madhya Pradesh & Goa.**

STATE	Discipline Code	Discipline	QUALIFICATION	UR	SC	ST	OBC (NCL)	PWD (OH/HH)	TOTAL	STIPEND
Maharashtra	1	Technician Apprentice MECHANICAL	3 years full time regular/sandwich Diploma in Mechanical Engineering	20	2	2	9	Nil	33	7530*
	2	Technician Apprentice ELECTRICAL	3 years full time regular/sandwich Diploma in Electrical Engineering /Electrical & Electronics Engineering.							
	3	Technician Apprentice INSTRUMENTATION	3 years full time regular/sandwich Diploma in Instrumentation Engineering /Instrumentation & Control Engineering							
	4	Trade Apprentice-Laboratory Assistant (Chemical Plant)	3 years Full time B.Sc. (Physics, Mathematics, Chemistry/Industrial Chemistry)	Nil	Nil	Nil	Nil	1	1	6970*
Gujarat	5	Technician Apprentice MECHANICAL	3 years full time regular/sandwich Diploma in Mechanical Engineering	30	4	7	9	Nil	50	7530*
	6	Technician Apprentice ELECTRICAL	3 years full time regular/sandwich Diploma in Electrical Engineering /Electrical & Electronics Engineering.							

	7	Technician Apprentice INSTRUMENTATION	3 years full time regular/sandwich Diploma in Instrumentation Engineering /Instrumentation & Control Engineering							
	8	Trade Apprentice-Laboratory Assistant (Chemical Plant)	3 years Full time B.Sc. (Physics, Mathematics, Chemistry/Industrial Chemistry)	Nil	Nil	Nil	Nil	1	1	6970*
Madhya Pradesh	9	Technician Apprentice MECHANICAL	3 years full time regular/sandwich Diploma in Mechanical Engineering	14	3	5	2	Nil	24	7530*
	10	Technician Apprentice ELECTRICAL	3 years full time regular/sandwich Diploma in Electrical Engineering /Electrical & Electronics Engineering.							
	11	Technician Apprentice INSTRUMENTATION	3 years full time regular/sandwich Diploma in Instrumentation Engineering /Instrumentation & Control Engineering							
Goa	12	Trade Apprentice-Laboratory Assistant (Chemical Plant)	3 years Full time B.Sc. (Physics, Mathematics, Chemistry/Industrial Chemistry)	Nil	Nil	Nil	Nil	1	1	6970*
TOTAL				64	9	14	20	3	110	
<p>NOTE: * Based on 90% of the semiskilled wages of State or Central whichever is higher for that location subject to a minimum of Rs 7530/-. An additional Rs 2500/- shall be paid in case the 90% wages are more than Rs 7530/- for Technician Apprentice.</p> <p>*70-90% of semi-skilled wages of State or Central whichever is higher for that location subject to a minimum of Rs 6970/-. An additional Rs 2500/- shall be paid in case the 70-90% wages are more than Rs 6970/- for Trade Apprentice (Laboratory Assistant).</p> <p>*Consolidated stipend is subject to the periodic revision in minimum wages as applicable to particular location.</p>										

For Trade/Discipline Electrical and Mechanical, applicants with qualifications in Core branches only shall be considered. Reservation will be applicable as per the prescribed percentage for recruitment applicable to the state where Apprentices are engaged

*Reservation for Persons with Disability (PWD Category) will be as follows:

- Trade Apprentices – B.Sc., Disc Code 04, 08 & 12, OH- One arm affected or one leg affected or HH (Partially deaf) {for laboratory assistant}

Note:

1. The qualification prescribed shall be from a recognized University/Institute **as full time, regular/sandwich/diploma course (Incase of Trade apprentice full time regular course only)** in relevant disciplines with minimum 50% marks in aggregate for General & OBC candidates and 45% marks in aggregate in case of SC/ST/PWD candidates against reserved positions.

2. 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.
3. Candidates, who have training or job experience for a period of one year or more after acquiring the prescribed qualifications, shall **NOT** be eligible for being engaged as Technician Apprentice.
4. The applicant for the position of Technician Apprentices should **NOT** have completed three years after passing of the qualifying examination as on **01.12.2016**.

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 / Degree course, along with his application form.

It may be noted that at any point of time, it is found that information given by the candidate is false, the application for apprenticeship/training will be summarily rejected/terminated, as the case may be.

- B. Age:** Minimum 18 years and maximum 24 years (Relaxable by 5 years for SC/ST,i.e. upto max of 29 years, 3 years for OBC i.e. upto max of 27 years, for the posts reserved for them).
Candidates belonging to PWD categories shall be given age relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (Non-Creamy Layer) Candidates).The cut off date for reckoning the age shall be 01.12.2016.
- C. Period of Apprenticeship Training:** 12 Months for Technician Apprentice in Mechanical, Electrical and Instrumentation and 18 months for Trade Apprentice-Laboratory Assistant(Chemical Plant). The service conditions of the apprentices so selected would be governed by The Apprentice Act 1961 as amended from time to time.
- D. Selection Methodology:**
- i. Selection process would consist of two stages i.e written test & personal interview. The written test will be of two hours duration & would comprise of objective type of questions on the relevant discipline, general awareness/reasoning and logical ability. Each question would carry one mark and there shall be no negative marking.
 - ii. Candidates securing minimum qualifying marks and in the order of merit will be called to attend Personal Interview in the ratio of 1:3.
 - iii. 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 number of positions, relative performance in respective categories.
 - iv. The written test and interview would carry a weightage of 85 % and 15 % respectively.
 - v. Final selection will be based on aggregate of Written Test and Personal Interview marks. Candidates, in the order of merit will be offered the apprenticeship.
 - vi. 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-engagement medical fitness for being adjudged suitable for engagement.
- 1.** 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: **www.iocl.com->careers->Pre-employment_Guiding_Principles11th_mar_2011.pdf**
- E. Concessions / Relaxation:**
- i. 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 and proof of relevant certificate (caste/disability certificate) provided the distance is not less than 30 KMs. The reimbursement will be made through banking mode only and hence the candidate is required to

have savings bank account and need to inform the bank account number, along with the IFSC code of the concerned branch.

- ii. SC/ST/OBC (NCL-non-creamy layer) candidates applying for Unreserved (UR) seat shall be considered subject to their fulfilling the standards, qualification criteria as applicable to candidates belonging to general category.

F. General Instructions:

- i. **The Corporation shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period.**
- ii. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application on and apply online from 01.02.2017 till 13.02.2017. Candidates are requested to apply sufficiently in advance before the closing date.
- iii. If the application is not submitted in the line with the eligibility criteria, terms & conditions, then the application is liable for rejection.
- iv. While the tentative dates for written test and interview have been notified, the exact date of written test/ interview shall be communicated separately. Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website www.iocl.com or at (<https://www.iocl.com/PeopleCareers/job.aspx>) only. Candidates are thus advised to periodically visit our above website as all future correspondence and latest information with regards to written test/interview will be only on our website and/ or the email provided by the candidate during application process.
- v. All the candidates are advised to keep the printout of the online application form for reference as candidates are required to quote their application no. and date of birth for downloading call letters from website www.iocl.com or at (<https://www.iocl.com/PeopleCareers/job.aspx>) only.
- vi. Candidates are required to bring one ID proof in ORIGINAL – anyone from among Aadhar Card/PAN Card/Voter ID Card/Driving License/Passport – along with Admit Card at the time of Written Test.
- vii. **Cut Off date:** The candidate must possess the prescribed qualification, age etc. as on **01.12.2016**.
- viii. Candidates registered with Local/ State Employment Exchange (s)/Vocational Rehabilitation Centre for Person with Disability (PWD) and meeting the prescribed eligibility criteria, are required to **apply Online, failing which their candidature will not be considered.**
- ix. Latest Caste certificate is to be produced by reserved category candidates in the proforma prescribed by the Govt. and issued by Competent Authority only.
- x. PWD candidates are not eligible for engagement under Technician apprentices. 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.
- xi. 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 (Unreserved) 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.
- xii. Candidates have to apply for **ANY ONE DISCIPLINE ONLY**. Candidates applying for more than one discipline will not be considered and their applications will be summarily rejected.
- xiii. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.
- xiv. Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/ Degree examination, its equivalent aggregate percentage of marks must be indicated in the Online Application Form as per the norms adopted by University/ Institute.
- xv. Candidates possessing higher professional qualifications such as BE/BTech 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, if engaged.
- xvi. **The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials. In case it is detected at any stage of engagement or thereafter, that a candidate does not fulfil the eligibility norms and/ or that he/she has furnished any incorrect/ doctored/ false, information/certificate/documents or has suppressed any material fact(s), his/her**

candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her engagement is liable to be terminated.

- xvii. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Corporation. All such engagement will also be subject to all relevant Rules/policies/guidelines of the Corporation.
- xviii. The decision of 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.
- xix. Applications/ Registration which are incomplete or not fulfilling the eligibility criteria shall not be considered 'Eligible' and treated as "Rejected". Canvassing of any kind shall disqualify the candidate.
- xx. Mere selection in written examination or interview or empanelment after the selection process shall not confer any right of engagement to the applicants.
- xxi. The service terms and conditions of the apprentices shall be governed by The Apprentices Act, 1961.
- xxii. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

G. Requirement before filling on-line application form:

- i. The candidate must have an active email ID and Mobile Number which must be valid for at least next one year. All future communication including Corrigendum/Addendum with regard to this advertisement with candidate will take place only through either www.iocl.com or via e-mail or via SMS Alerts.
- ii. The candidate should have the relevant documents / certificates pertaining to age, qualification, caste, scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB) etc. ready before applying on-line
- iii. The candidate must ascertain the correctness of all information before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.
- iv. After successfully applying/registration of Online Application, the candidate must take a print out of the filled-in online application for future reference.

H. How to apply:

- i. Candidates meeting the above prescribed eligibility criteria may apply ONLINE from 01.02.2017 to 13.02.2017 through the link, which will be provided in our corporate website. **Only Online mode of applications will be accepted. Paper based applications will NOT be accepted.**
- ii. After filling up the online application ,the scanned copy of the latest colour photograph, scanned copy of the documents namely proof of date of birth (Xth Std certificate/marksheet), prescribed educational qualification, caste certificate as applicable and signature to be uploaded without fail. In the absence of any single document, the application shall be summarily rejected. Eligible candidates will be intimated by e-mail/sms for downloading admit card for the written test.
- iii. Those applications which are incomplete/not uploaded with self- attested copies of certificates /not in line with the terms & conditions will be liable for rejection.

I. Verification of Documents:

The verification of the original documents shall be done at the time of conduct of personal interview. The following original documents along with a self attested copy should be furnished at the time of interview:

- a) Xth std /SSLC /Matriculation certificate /marksheet issued by the concerned education board as proof of date of birth. No other document will be accepted for verification of date of birth.
- b) Latest Caste certificate by reserved category candidates in the proforma prescribed by the Govt. and issued by Competent Authority only.
- c) For claiming the benefit of OBC category, the candidate should submit a latest caste certificate (not more than 6 months old) 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. (Western Region) 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.

- d) Certificate from the Institute stating that the candidate has pursued through regular mode and the year of passing.
- e) Semester-wise / year-wise mark sheets of Diploma in Engineering/B.Sc (PCM).
- f) Final Diploma in Engineering/B.Sc Certificate issued by the respective Board

Date Of Opening Of Online Application: : 01.02.2017
Last Date Of Submission Of Online Application: : 13.02.2017
Tentative Date of Written Test for all disciplines (Location: Mumbai) : To be informed
Tentative dates for Personal Interview for all disciplines (Location: Mumbai): To be informed

Applicants may kindly note that only such queries which are relevant to this advertisement and have not been addressed in the above advertisement shall be entertained.

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