



INDIAN OIL CORPORATION LIMITED
Refineries Division
PARADIP REFINERY
(A Govt. of India Undertaking)

Advt. No. – PDR/HR/Stage-I/02/2019

Date: 20-02-2019

Employment Opportunity for passed out Ex-Apprentices of Paradip Refinery

Ex-Apprentices of IOCL, Paradip Refinery who have successfully completed their Apprenticeship training in the relevant trade/discipline on or before 28-02-2019 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 pay scale of Rs.11,900-32,000/- (Pre Revised):

Post Code	Name of Post	Vacancies					
		Total	UR	EWS*	SC	ST	OBC (NCL)
1	2	3	4	5	6	7	8
101	Junior Engineering Assistant-IV (Production)	12	5	1	1	5	0
102	Junior Engineering Assistant-IV (P&U-O&M)	1	1	0	0	0	0
103	Junior Engineering Assistant-IV (Mechanical)	1	1	0	0	0	0
104	Junior Engineering Assistant-IV (Instrumentation)	1	1	0	0	0	0

*Reservation for Economically Weaker Section (EWS) vide Department of Public Enterprises' O.M. 20(10)/99-DPE-GM- Part-2019-FTS-1517 dated 25.01.2019 and Department of Personnel & Training's O.M. No. 36039/1/2019-Estt(Res) dated 31.01.2019.

- Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work exigencies.
- Number 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:

Sl. No.	Name of Post	Post Code	Qualification (Full Time Regular Courses only from Indian Universities/ Institutes)
1	Junior Engineering Assistant-IV (Production)	101	Ex-Apprentices of Trade Apprentice / Attendant Operator (Chemical Plant) / Technician Apprentice (Chemical): 3 years Diploma in Chemical/ Refinery & Petrochemical Engineering or B.Sc. (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/ University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST candidates against reserved positions.
2	Junior Engineering Assistant-IV (P&U-O&M)	102	Ex-Apprentices of Technician Apprentice (Electrical): 3 years Diploma in Electrical Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General/EWS/SC/ST/OBC candidates.
3	Junior Engineering Assistant-IV (Mechanical)	103	Ex-Apprentices of Trade Apprentice (Fitter)/Technician Apprentice (Mechanical): 3 years Diploma in Mechanical Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General/EWS/SC/ST/OBC candidates or Matric with ITI in Fitter Trade with Pass class.
4	Junior Engineering Assistant-IV (Instrumentation)	104	Ex-Apprentices of Technician Apprentice (Instrumentation): 3 years Diploma in Instrumentation/ Instrumentation & Electronics/ Instrumentation & Control Engineering from a recognized Institute/ University with minimum of 50% marks in aggregate for General/EWS/SC/ST/OBC candidates.

B. Important Instructions:

- The prescribed qualification should be from a recognized Indian University/Institute as a regular full time Degree / Diploma course (including a sandwich diploma course with industrial training as part of the course; with no break) with minimum 50% marks (45% for SC/ST candidates against reserved positions) in aggregate. For ITI (Fitter), only a pass shall be eligible. Qualification acquired through Part-Time / Correspondence / Distance learning mode shall render the candidate ineligible.
- Candidates possessing 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.
- Candidates possessing higher professional qualifications such as Engineering Graduates/MBA/MCA/CA/CS/ICWA/LLB or those claiming possession of a Qualification equivalent to the Qualification prescribed shall not be considered for any of above posts. Qualification of MSc (Chemistry) shall not be considered a disqualification for post code 101. However, percentage requirement shall be applied on graduation level exam (BSc-PCM) only.
- Regular full-time ITI (Fitter) course recognised by NCVT/SCVT shall also be considered.
- A 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.
- Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered claimed by a candidate. Prescribed qualification shall be strictly adhered to.
- Eligible Ex-Apprentices of Paradip Refinery shall be allowed to avail maximum two opportunities (three opportunities for ex-apprentices belonging to SC/ST category) for employment under Stage-I Recruitment process.
- 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 subject to their meeting the prescribed eligibility conditions.
- A candidate 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. Such candidates, if offered an appointment, shall be required to submit proper 'RELEASE ORDER' from their employer at the time of joining, without which they will not be allowed to join.
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, etc.
- 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. Opportunity for Women:

1. No woman is permitted to work in or allowed to enter any building in which the 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.
2. Accordingly, Women candidates will not be considered for vacancies in Production and also against the cadres/work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07.00 pm (& upto 06.00 am), like Production, P&U Operations (Boiler) or maintenance services normally performed in shifts. However, subject to limitations above, exemptions if any, work & work performance requirements and availability of identified positions, women may be appointed. Accordingly, women candidates can apply against Post Codes 103 and 104 only.

D. Reservation for SC/ST/OBC (Non – Creamy Layer)/PwBD & EWS:

1. Reservation of Posts for SC/ST/OBC (Non – Creamy Layer)/PwBD/EWS candidates and relaxations thereof will be in terms of numbers indicated above as per Govt. guidelines.
2. SC/ST/OBC (NCL) candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them. Candidates belonging to EWS category who are selected on the basis of merit shall not be counted towards the quota meant for reservation for EWS category.
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 & OM No.36033/2/2013-Estt.(Res.) dated 13.09.2017.
4. 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 Unreserved (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 treated as OBC for the purpose of reservation. Relevant List can be viewed at <http://www.ncbc.nic.in>.
5. Candidates belonging to EWS category are required to submit an income and asset certificate issued by competent authority prescribed under point no. 5 of the department of Personnel and Training's OM No. 36039/1/2019 Estt (Res), dated 31.01.2019. Format for the same can be downloaded from the website. If the candidates are not able to submit the income and asset certificate at the time of making application, undertaking in this regard must be furnished. Format of undertaking can be downloaded directly from the website.

E. Other Concessions/Relaxations to SC/ST/OBC:

1. The minimum qualifying marks will be relaxed by 5% in written test for candidates belonging to SC/ST categories against reserved positions.
2. SC/ST candidates called for Written Test and Skill/Proficiency/Physical Test will be reimbursed single IInd class rail fare from the nearest railway station of the mailing address to the place of Written Test and Skill/Proficiency/Physical Test and back by the shortest route on production of ticket, provided the distance is not less than 30 Kms.
3. Ex-Apprentices are exempted from payment of application fee.

F. Age limit/Relaxation for candidates belonging to SC/ST:

1. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be only acceptable document in support of proof of age.
2. Minimum 18 years and Maximum age shall be 26 years for General candidates as on **28-02-2019**.
3. Relaxation in age upto 5 years for SC/ST candidates considered against reserved positions will be allowed.
4. Period of Apprenticeship training at IOCL Paradip Refinery and relevant to a post shall be considered towards experience. Age relaxation to the extent of the training period shall be provided to candidates.

G. Date of reckoning Eligibility criteria:

1. The date for the purposes of possession of qualification & experience and meeting age criteria shall be **28-02-2019**.

H. Pay & Perks:

1. Besides Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA/subsidised housing accommodation (as per availability), Medical Facilities, Productivity/ Performance Related Pay, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per Corporation rules.

I. Selection Methodology:

1. The selection methodology will comprise Written Test and a Skill/Proficiency/Physical Test (SPPT) which will be of qualifying nature.
2. A candidate will have to secure a minimum of 40% marks in the written test to qualify for further consideration relaxed by 5% for candidates belonging to SC/ST categories considered against reserved positions.
3. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for further consideration or the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
4. Short listed candidates, in the ratio of 1:2 (two candidates for one post, with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo a Skill/Proficiency/Physical Test (SPPT). The SPPT for each discipline shall be conducted by a duly constituted committee.
5. 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.
6. Category-wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said short-list; only for such candidates who qualify in the SPPT.

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 while drawing a list, the last name/last few names in the list, in proportion to the prescribed ratio, will get eliminated.
8. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ 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.
9. 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 or insufficiency in number of candidates. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.

J. Pre-Employment Medical and Physical Fitness:

1. Shortlisted candidates shall undergo Pre-employment Medical examination (PEME) as per the Corporation Guidelines. Candidates found fit during pre-employment Medical examination shall be considered 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 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

K. 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 apprentice in the past shall also be required to declare the same with reasons for being declared UNFIT.

L. How to Apply:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before filling up application.
2. Candidates are required to submit the application form (Attached as **Annexure A**) along with the self-attested copies of supporting documents mentioned in the checklist (attached as **Annexure B**), at the following address: The Deputy General Manager (HR), IOCL Paradip Refinery, Paradip, Dist. Jagatsinghpur, Odisha - 754141 so as to reach us by 06-03-2019.
3. Scan copy of the application form along with supporting documents may also be sent to the e-mail id: pdrp-recruitment@indianoil.in on or before 06-03-2019. Such candidates shall have to submit the hard copies of the same on the date of the Written Test.
4. If application form along with supporting documents (either a hard copy or a soft copy through e-mail) of a candidate is not received by IOCL, Paradip Refinery within the prescribed time, his/her candidature shall be summarily rejected.
5. Candidates are advised to carry a copy of communications received from IOCL, Paradip Refinery with originals & self-authenticated copies of all testimonials and produce the same at the time of SPPT for verification.
6. Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria or applications received after the date of receipt of applications shall be treated as "Rejected".
7. Further information regarding Venue of written Test, Venue of submission of documents, written examination, call letters, results, etc. shall be made available through email. Candidates are, therefore, advised to keep visiting their email regularly.
8. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to Email ID: pdrp-recruitment@indianoil.in or Contact No.: 06722-252040.

Important Dates for Candidates:

DATE OF NOTIFICATION	: 20-02-2019
LAST DATE OF SUBMISSION OF APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS	: 06-03-2019
TENTATIVE DATE OF WRITTEN TEST	: 10-03-2019
TENTATIVE DATE OF PUBLICATION OF WRITTEN TEST RESULT	: 13-03-2019
TENTATIVE DATE OF SKILL / PROFICIENCY / PHYSICAL TEST	: 14-03-2019

Canvassing in any form is liable to render a Candidate Ineligible



Annexure A
APPLICATION FORM FOR SELECTION FROM AMONGST
EX- APPRENTICES OF PARADIP REFINERY ONLY

(USE CAPITAL LETTERS ONLY)

Affix your
Latest PP size
Photograph
Here

POST CODE: _____

POST APPLIED FOR: _____

1.	Full Name of the Candidate					
2	Father's / Spouse's Name					
3	Address for Correspondence					
4	Mobile No.					
5	E-Mail Id					
6	a) Date of Birth	Date (DD)	Month (MM)	Year (YYYY)		
	b) Age as on 28/02/2019	_____ years _____ months				
7	Gender (Please Tick)	Male		Female		
8	Nationality					
9	Religion					
10	Category (Please Tick)	SC	ST	OBC (NCL)	EWS	General
	Name of Caste [for SC/ST/OBC (NCL)]					
11	Whether belongs to PwBD category?	YES		NO		
	In case of YES, please specify the category of disability					
12	State of Domicile					

13 Details of Educational Qualification:					
Qualification (10 th Onwards)	Subject Group		Percentage and Class/ Division obtained	Month & Year of Passing	Name of University / Institute/ Board
14	Possess Professional Qualification such as BE, B.Tech, MBA, CA, ICWA, LLB etc. (Yes / No)				
15.	Whether Apprenticeship Training completed under Apprentices Act 1961/1973 at Paradip Refinery.	Yes		No	
	If yes, please mention period thereof	From (DD.MM.YYYY)		To (DD.MM.YYYY)	
	Trade in which Apprenticeship done				
16.	Details of Experience:				
	Total Work Experience as on 28/02/2019	Years		Months	
	Name of Organization	Designation	Nature of Duties	Period of Experience	
				From (DD.MM.YYYY)	To (DD.MM.YYYY)
17. Have you ever been found Unfit in Medical Examination conducted by any Refinery Unit?					Yes / No
In case YES, please provide details of Unit/Year/reason for being declared Unfit –					

Enclosures: As mentioned in checklist attached with detailed advertisement PDR/HR/Stage-I/02/2019.

Declaration:

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

Date : _____

Place : _____

Signature of Candidate

Annexure B

Name: _____ Apprentice No.: _____ Signature: _____

Sl. No.	Details of the relevant documents to be attached		Put tick (✓) mark
1	Duly filled Application Form attached as Annexure A		
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	Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Aadhaar Card/ Passport)		
4	Attested copy of 10 th /12 th (if applicable) Standard Mark Sheet and Board Certificate		
5 (a)	Post Code 101	Attested copies of all Year-wise/ Semester-wise B.Sc./Diploma Mark Sheets and Final B.Sc./Diploma Certificate of relevant engineering discipline issued by the respective Board/ University.	
(b)	Post Code 102	Attested copies of all Year-wise/ Semester-wise Diploma Mark Sheets and Final Diploma Certificate of relevant engineering discipline issued by the respective Board/ University.	
(c)	Post Code 103	Attested copies of all Year-wise/ Semester-wise Diploma/ITI Mark Sheets and Final Diploma/ITI Certificate of relevant engineering discipline issued by the respective Board/ University.	
(d)	Post Code 104	Attested copies of all Year-wise/ Semester-wise Diploma Mark Sheets and Final Diploma of relevant engineering discipline issued by the respective Board/ University.	
6	Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/Degree examination, its equivalent aggregate percentage of marks as per the norms adopted by University/Institute must be submitted.		
7	Copy of SC/ST/ Latest Valid OBC (NCL) certificate / PwBD Certificate / Income & Asset Certificate to be produced by Economically Weaker Sections (EWS) / Declaration for candidates belonging to Economically Weaker Sections in the prescribed format.		
8	Proof of requisite <u>POST QUALIFICATION EXPERIENCE</u>:		
(i)	Relevant Apprenticeship Training Completion Certificate issued from IOCL, Paradip Refinery		
(ii)	No objection Certificate from employer in case employed with Govt./Semi Govt./PSU.		

NOTE:

All attested copies of the above relevant documents should be submitted by the candidate himself/herself in **sealed envelope on or before 06-03-2019**. Candidate should write the Post Code & Name of Post Applied for and his/her name on top of the envelope. Scan copy of the application form along with supporting documents may also be sent to the e-mail id: pdrp-recruitment@indianoil.in on or before 06-03-2019. Such candidates shall have to submit the hard copies of the same on the date of the Written Test. The candidate shall be wholly responsible for the authenticity of the documents submitted / correctness of the information provided in the application form.

The candidature of those candidates who fail to submit the above documents/submit incomplete documents is liable to be rejected without any further correspondence in this regard.