



**Indian Oil Corporation Limited
(Refineries Division)
Gujarat Refinery**

Engagement of Apprentices at Gujarat Refinery, Vadodara under the Apprentices Act 1961 (as amended in 1973 & 1986)

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune “Global 500” Company, as a measure of Skill Development Initiative for the Nation, proposes to engage Apprentices at its **Gujarat Refinery at Vadodara, Gujarat**.

Applications are invited from candidates meeting the following qualification & other parameters for **engagement as Apprentices** under Apprentices Act 1961 (as amended in 1973 & 1986) in the Trade / Disciplines mentioned below:-

1. Educational Qualification, Provisional Number of seats in Apprentices 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 **Gujarat**.

Code	Trade / Discipline	Prescribed Qualification	Period of Apprenticeship training (in months)	No. of Apprentices required	Reservation Requirement					Rate of Stipend payable (per month) (tentative)
					UR	SC	ST	OBC	PWD	
101	Trade Apprentice -Attendant Operator (Chemical Plant) Discp. – Chemical	3 years full time B.Sc. (Physics, Maths, Chemistry/Industrial Chemistry)	18 months	15	09	01	02	03	-	1 st Year - Rs.6970/- 2 nd Year - Rs.7220/-
102	Trade Apprentice (Fitter) Discp. – Mechanical	Matric with 2 (Two) year ITI (Fitter) course	12 months	05	04	-	-	01	-	Rs. 6970/-
103	Trade Apprentice (Boiler) Discp. – Mechanical	3 years full time B.Sc. (Physics, Maths, Chemistry/Industrial Chemistry)	36 months	06	04	-	01	01	-	1 st Year - Rs.6490/- 2 nd Year - Rs.9718/- 3 rd Year - Rs.10620/-
104	Technician Apprentice Discp. – Chemical	Minimum 3 years full-time, regular/sandwich Diploma in Chemical Engineering/ Refinery & Petrochemicals Engineering	12 months	11	06	-	01	04	-	Rs.10620/-
105	Technician Apprentice Discp. – Mechanical	Minimum 3 years full-time, regular/sandwich Diploma in Mechanical Engineering	12 months	03	01	-	01	01	-	Rs.10620/-
106	Technician Apprentice Discp. – Electrical	Minimum 3 years full-time, regular/sandwich Diploma in Electrical Engineering	12 months	03	01	01	-	01	-	Rs.10620/-
107	Technician Apprentice Discp. – Instrumentation	Minimum 3 years full-time, regular/sandwich Diploma in Instrumentation/ Instrumentation & Electronics/ Instrumentation & Control	12 months	03	02	-	-	-	01 (HH)	Rs.10620/-
Total				46	27	02	05	11	01	

Reservation for PWD Candidates is as follows:

Technician Apprentice (Discipline – Instrumentation) – Discipline Code No. 107: (HH) – Hearing Handicapped. Persons selected against PWD quota will be placed in the appropriate category i.e. SC/ST/OBC/UR

2. Note:

- i. **For Discipline 101 to 103** - The qualification prescribed shall be from a recognised University/Institute **as a full time, regular course** in relevant discipline with minimum 50% marks in aggregate for General & OBC Candidates (45% marks in aggregate for SC/ST candidates against reserved positions.)
- ii. **For Discipline 104 to 107** – The qualification prescribed shall be from a recognised University/Institute **as a full time, regular/sandwich diploma** in engineering in relevant discipline with minimum 50% marks in aggregate for General & OBC Candidates (45% marks in aggregate for SC/ST/PWD candidates against reserved positions.)
- iii. 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 **104 to 107**, hence need not apply.
- iv. The applicant for the position of Technician Apprentices (**Discipline Codes - 104 to 107**) should not have completed three years after passing of the qualifying examination as on **31.07.2016**.
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 the ITI Course/Diploma/Degree course, along with his application form.
- v. 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.

2. **Age:** Minimum 18 years and maximum 24 years as on **31.07.2016** (Relaxable by 5 years for SC/ST, 3 years for OBC, 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 or OBC (Non-Creamy Layer) candidates)

3. **Period of Apprenticeship Training:** 12 months – 36 months: As indicated against 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.

In case apprentices are considered for regular employment after their apprenticeship training, the employment provisions/ guidelines for those to be placed in Rotating Shift as per Factories Act, 1948 will apply.

Candidates (including PWD) considered for selection in Materials and QC Cadres will be imparted six-month training and upon completion of such training may be appointed in regular scale in grade IV in terms of applicable guidelines/ provisions.

4. Selection Methodology:

- i. 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%.
- ii. The candidates will have to qualify successfully through each stage of the selection process i.e. Written Test & 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.
- iii. 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

5. **Concessions:** 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.

6. General Instructions:

- a. 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 www.iocrefrecruit.in
- b. Candidates are hereby informed that any **Corrigendum/ Addendum** etc. if any with regard to this advertisement will be made available on www.iocl.com only. Candidates are advised to refer to the above website periodically for updates. All future correspondence with respect to the advertised posts will be made only through www.iocl.com and / or the e-mail id provided by the candidate.
- c. All the candidates are also advised to keep a printout of the online application form for reference as candidates are required to mention their Application No. and Date of Birth for downloading Call letters from the website www.iocrefrecruit.in
- d. The **cut-off date** for reckoning prescribed educational qualification, age etc. shall be **31/07/2016**.
- e. Candidates who are registered with State/Local Employment Exchange(s)/Vocational Rehabilitation Centre for Persons With Disabilities (PWD) and meeting the prescribed eligibility criteria, whose names are sponsored to Gujarat Refinery against this notification are advised to apply Online, failing which their candidature will not be considered.
- f. Latest Caste Certificate is required to be produced by reserved category candidates in the proforma prescribed by the Govt. and issued by Competent Authority only.
- g. 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. (Gujarat 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.

- h. **For Discipline Code 107:** 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 (HH) must be capable of performing the task assigned to them / take instructions using suitable aids and appliances.
- i. Candidates have to apply for **ANY ONE TRADE / DISCIPLINE ONLY**. Candidates applying for more than one trade/discipline will not be considered and such applications will be rejected.
- j. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.
- k. 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.
- l. 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.
- m. 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.
- n. 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.
- o. Applications/registration received in any other form/ mode shall be liable for rejection.
- p. Canvassing in any form will be considered a disqualification.

7. Requirements before filling On-line Application Form:

1. 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 www.iocl.com / e-mail / SMS Alerts.
2. 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
3. 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.
4. After successfully applying/registration of Online Application, the candidate must take a print out of the filled-in on-line application and submit the same to **Chief Human Resource Manager, Gujarat Refinery, Indian Oil Corporation Ltd., PO: Jawaharnagar, Dist: Vadodara – 391 320**, latest by **3rd September 2016**. Printout of online application received after last date shall be summarily rejected.
5. Candidates should super scribe the **Name of Trade/ Discipline Applied for** and **Trade/ Discipline Code** on the top of the envelope.
6. No other enclosures are required to be submitted at this stage, except for the print-out of the Online Application Form.

8. How to Apply:

Candidates meeting the above prescribed eligibility criteria may visit our website www.iocrefrecruit.in and apply on-line from **1st August 2016 to 21st August 2016**. Only online mode of applications will be accepted.

Queries, if any, may be addressed to the following e-mail id: jr-recruitment@indianoil.in

TENTATIVE SCHEDULE OF DATES

Date of opening of Online Application	: 01.08.2016
Last date of submission of Online Application	: 21.08.2016
Last date for submission of Printout of Online Application Form	: 03.09.2016
(No enclosure/document is required to be submitted with Printout of Online Application Form at this stage)	
Tentative Date of Written Test for all disciplines	: 18.09.2016 (Sunday)
Tentative Schedule for Personal Interview (PI) for all disciplines	: 28.09.2016 to 08.10.2016 (excl. Sun)

Please appreciate that only such queries would be replied to which are relevant and have not been addressed in the above advertisement. Applicants are requested not to send any query which is not connected with this advertisement.