



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

Advertisement No. PR/P/37(2016-17)

**EMPLOYMENT OPPORTUNITIES FOR PASSED OUT EX-APPRENTICES OF
PANIPAT REFINERY & PETROCHEMICAL COMPLEX (IOCL)**

Panipat Refinery & Petrochemical Complex (IOCL) invites application from its passed-out Ex-Apprentices who have successfully completed their Apprenticeship training and who meet the qualification, experience and age criteria on or before **31.10.2016** to apply for selection process for consideration towards employment against regular vacancies in Grade-IV in the Pay Scale of Rs.11,900 - 32,000/- for the following posts:

Post Code	Name of the Post	** Likely vacancies	UR	SC	OBC
123	Jr. Engineering Assistant – IV (Production)	35	17	8	10
120	Jr. Engineering Assistant – IV (Power & Utilities – Operations & Maintenance)	11	6	2	3
121	Jr. Engineering Assistant – IV (Mechanical-Fitter-cum-Rigger)	13	6	3	4
124	Jr. Quality Control Analyst - IV	1	1	0	0

** No. 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 matter at the time of appointment. Reservation will be applicable as per the prescribed percentage for recruitment applicable to the state of Haryana.

Ex-Apprentices belonging to PwD categories will be considered against Post Code 120, 121 – OH(OH-OL)/HH and 124 –OH(OA-OL). PWD candidates with less than 40% of permanent disability are not eligible. Person with Disabilities (OH & HH) must be capable of performing the task assigned to them/take instructions using suitable aids and appliances. (OH-Orthopedically Handicapped, OA-One Arm, OL-One Leg, HH-Hearing Handicapped).

Eligibility criteria in term of Age, Qualification, Apprenticeship completion Certificate, Experience will be determined as on **31.10.2016**; the prescribed Qualification should be a full time regular course only from Indian Institutes/University. Please note that Part-Time or Diploma Course obtained through correspondence, Distance Education mode shall not be considered. The required aggregate percentage marks, experience criteria as on **31.10.2016** for each post are given below:

EMPLOYMENT OPPORTUNITIES FOR PASSED OUT EX-APPRENTICES OF PANIPAT REFINERY & PETROCHEMICAL COMPLEX (IOCL)

S. No.	Name of Post	Post Code	Qualification (Regular Full Time Courses only from Indian Recognized Institutes / Universities)	Area of Experience (Including Apprenticeship training period) as on 31.10.2016
1.	Junior Engineering Assistant - IV (Production)	123	Minimum 3 years full-time, regular/sandwich Diploma Course in Chemical / Refinery & Petrochemical Engg. or B.Sc.(Math, Physics, Chemistry or Industrial Chemistry) from a recognized Institute / University with minimum of 50% marks in aggregate for General, OBC & ST candidates & 45% marks in case of SC Candidates.	Minimum one year of post qualification experience in operation(rotating shift) of Pump House, Fired Heater, Compressor, Distillation Column, Reactor, Heat exchanger etc. in a Petroleum Refinery/ Petrochemicals/ Fertilizer/ Heavy Chemical/ Gas Processing Industry.
2.	Junior Engineering Assistant – IV (Power & Utilities – Operations & Maintenance)	120	<p>Minimum 3 years full-time, regular/sandwich Diploma Course in Electrical Engineering from recognized Institute/ University with minimum 50% marks in aggregate for General, OBC & ST candidate and 45% marks in case of SC/PWD candidates.</p> <p>Subject to the following conditions :</p> <p>a) It will be the responsibility of the selected candidate to acquire Boiler Competency Certificate within two years of joining the services of the Corporation.</p> <p>b) The Selected candidate /employee will not be considered for promotion to the next higher grade/scale of pay till he acquires the Boiler Competency Certificate.</p>	<p>Minimum one year of post qualification experience in operation/maintenance of Power Generators/Distribution, Sub-Station (LT & HT at 0.4 KV & 6.6 KV level or above respectively)/Maintenance of HT/LT Switch gears (PCC/MCC)/ Transformers/Motors/ACBs/VCBs/UPS/ Battery Chargers/Variable speed drives/protective relays including electromagnetic/Static/Numerical relays in Petroleum Refinery/Petro-Chemicals/Heavy Chemical/ Fertilizers /Power Plants/large industrial establishments.</p> <p style="text-align: center;">OR</p> <p>Minimum one year post qualification experience in operation/maintenance of Industrial Boiler/HRSG/Thermal Power Station (DM plant / RO plant/ Air compressors/ Steam Turbines/Gas turbines Cooling tower/RO Plant/ air compressor in Petroleum Refinery/ Petrochemicals/ Heavy Chemical/ Fertilizers/ Power Plants/large industrial establishment.</p>

EMPLOYMENT OPPORTUNITIES FOR PASSED OUT EX-APPRENTICES OF PANIPAT REFINERY & PETROCHEMICAL COMPLEX (IOCL)

S. No.	Name of Post	Post Code	Qualification (Regular Full Time Courses only from Indian Recognized Institutes / Universities)	Area of Experience (Including Apprenticeship training period) as on 31.10.2016
3.	Junior Engineering Assistant -IV (Mechanical-Fitter-cum-Rigger)	121	Minimum 3 years full-time, regular/sandwich Diploma Course in Mechanical Engg. from recognized Institute/ University with minimum of 50% marks in aggregate for General, OBC & ST candidates & 45% marks in case of SC/PWD candidates. OR Matric with ITI in Fitter Trade.	Minimum one year of post qualification experience for Diploma holders and two years experience for Matric with ITI (Fitter) in maintenance/ overhauling of rotary equipments such as Compressors, Gas/ Steam Turbines, Boilers, Columns, Valves, Pumps, Mechanical Seals/Dry Gas Seals, Bearings(Journal/Anti-friction), Safety Valves, etc. in a Petroleum Refinery /Petrochemical/ Heavy Chemical/ Fertilizers/ Power Plants/large industrial establishments.
4.	Junior Quality Control Analyst - IV	124	Full-time regular Course B.Sc. with Physics, Chemistry & Mathematics with minimum of 50% marks in aggregate for General, OBC & ST candidates & 45% in case of SC/PWD candidates for reserved positions or M.Sc. (Chemistry – Full-time Regular Course) from a recognized Institute/ University with minimum of 45% marks in aggregate for General, OBC & ST candidates & 40% in case of SC/PWD candidates against reserved positions.	Minimum one year of post qualification experience in handling instruments like HPLC, XRF, WDXRF, GC, ICAP, AAS, Auto Analyzers, Flash Points, etc. in a Petroleum Refinery/Petro-chemical/Heavy Chemical/ Gas Processing Industry/Fertilizers/Power Plants/large industrial establishment.

Note :

1. Apprenticeship training should be in the area of the post applied for.
2. The period of Apprenticeship training and the period of internship in the relevant trade undertaken by a candidate shall be considered towards experience.
3. Large Industrial Establishment would mean industrial/manufacturing units whose investment in plant & Machineries exceed Rs. 10 crores and which has been in operation. Copy of the relevant page of the last published Balance Sheet of the establishment under self-certification by the candidate shall be submitted at the time of Written Test/Skill/Proficiency/Physical Test.

Eligibility criteria and other details for all posts:

(I) Qualification and Experience as on 31.10.2016 :

The prescribed qualification should be **full-time regular course** from recognized Indian Institutes / Universities and the required **post qualification experience** as mentioned above.

Candidates possessing higher professional qualifications such as B.E or equivalent, MBA or equivalent or MCA etc. 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 employment, if recruited.

(II) Age limit:

1. Minimum **18 years** and Maximum **26 years** as on **31.10.2016**. Relaxation in age by five years for SC candidates and three years for OBC candidates for post code 120, 121 and 123.
2. Age - relaxation shall be given to the candidates to the extent of period of experience / apprenticeship training period (as notified in the advertisement).
3. Candidates who have completed Apprenticeship training in the relevant trade from Panipat Refinery & Petrochemical Complex under the Apprenticeship Act, 1961/Apprentices (Amendment) Act, 1973 will be given age relaxation to the extent of the period for which the apprentice had undergone apprenticeship training. If the period of Apprenticeship training is considered as experience, additional age-relaxation will not be allowed. Training period (other than Apprenticeship Training in relevant trade/discipline) shall not be counted towards experience.
4. For Post Code 124, relaxation in age by ten years for PWD ex-apprentices.
5. For Post Code 120 & 121 relaxation in age by ten years for PWD candidate belong to unreserved category, thirteen years for PWD ex-apprentices belong to OBC (Non Creamy Layer) category and fifteen years for PWD Ex-apprentices belong to SC Category.

(III) Concessions and Relaxation:-

1. Reservation of Post for SC/PWD/OBC (Non-Creamy Layer) candidates and relaxations thereof shall be as per Govt. Directives.
2. The percentage marks in the prescribed qualification for SC/PWD candidates for reserved positions.
3. For the un-reserved posts, SC/OBC candidates shall be considered under General standard of merit and no relaxation in age, qualification etc. shall be extended to them.
4. SC/ST/PWD Ex-apprentices appearing for Written Test and Skill/Proficiency/Physical Test will be reimbursed single second class railway, bus fare from the nearest station of the correspondence address as mentioned in the Application Form to the place of Written Test and Skill/Proficiency/Physical Test and back by the shortest route subject to production of documentary evidence of rail tickets/ bus tickets provided the distance is not less than 30 kms.
5. SC/ST/PWD candidates are exempted from payment of application fee.
6. PWD Ex-Apprentices applying for the post code 120, 121 & 124 with less than 40% of permanent ability are not eligible. The PWD Ex-Apprentices are required to submit a Disability Certificate issued by the competent authority as per Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Amended Rules, 2009, failing which their candidature as PWD candidates will not be considered.

7. 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 column 3 of the schedule to the Department of Personnel and Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993. Candidates belonging to OBC category but failing 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. (Panipat Refinery & Petrochemical Complex) 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.

Note: Ex-Apprentice belonging to Reserved Category applying against 'un-reserved' vacancies shall not be given any relaxations otherwise applicable to such categories.

(IV) Perquisites/Other Benefits

Besides Basic Pay and Industrial pattern of DA, the other allowance, benefits include HRA/subsidized housing accommodation (as per availability), Medical Facilities, Productivity/Performance Linked Incentive, Gratuity, Contributory Provident Fund, Group Personal Accident Insurance Scheme, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance, Children Education Allowance etc. shall be entitled as per Corporation Rules.

(V) Selection Methodology

1. The selection methodology will comprise Written Test and Skill/Proficiency/Physical Test (Qualifying nature).
2. The candidates will have to obtain minimum qualifying marks in written test (40% for General/OBC/ST candidates and 35% for SC/PWD candidates against reserved positions).
3. Selection will be based on Written Test of 3 hours duration followed by Skill/Proficiency/Physical Test.
4. Shortlisted candidates based on performance in Written Test shall undergo Skill/Proficiency/Physical Test and only those who qualify shall be considered in order of merit.
5. 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" 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
6. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, experience, Pre-employment medical examination etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information then the candidature /appointment of the candidate is liable to be cancelled.

(VI) General Term & conditions for Ex-Apprentices of PRPC

1. General and OBC candidates are required to submit a crossed Demand Draft of Rs.100/- (Rupees One hundred only) as an application fee along with the application-cum-biodata Form in favour of **INDIAN OIL CORPORATION LTD., payable at SBI Baholi, Panipat (Brach Code-8706)**. Demand Draft is non-refundable. No other mode of payment is acceptable, failing which the candidature shall be rejected. Candidate must write Name, Address, post code on the reverse side of the Demand Draft.
2. The eligible Ex-Apprentices possessing NCVT / SCVT Certificate from RDAT / BOAT respectively and meet the age, qualification and experience criteria as on 31.10.2016 as mentioned above shall be called for Written Test.

3. Please note that candidate can apply for only one post. Candidature of candidates submitting multiple applications for more than one post will be summarily rejected without any further communication whatsoever.
4. Candidates are advised to carefully read the full advertisement for details of age, educational qualification, experience and other eligibility criteria before filling the application form.
5. Candidates presently employed in Govt. Departments / PSUs/ Autonomous Bodies will be required to submit '**NO OBJECTION CERTIFICATE**' at the time of Written Test & Skill/Proficiency/Physical Test, failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Test. Such candidates must also submit proper '**RELEASE ORDER**' from their employer at the time of joining.
6. Mere selection in Written Test or Skill/Proficiency/Physical Test or empanelment after the selection process shall not confer any right of appointment to the candidate.
7. Canvassing in any form is liable to render the candidate ineligible for any of the above posts.
8. In case it is detected at any stage of recruitment or thereafter, that a candidate does not fulfill the eligibility norms and/or he/she has furnished 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 appointment, his/her services are liable to be terminated.
9. Panipat Refinery & Petrochemical Complex's Management reserves the right to change/modify/cancel the selection process at any point of time without assigning any reason whatsoever. 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 selection either in part or full and number of vacancies indicated above is tentative and may increase or decrease in the relevant categories etc. No correspondence will be entertained in this regard. Filling up of vacancies is solely at the discretion of the Management based on suitability of the candidates and no claim will arise for employment, if some of these vacancies are not filled due to unsuitability/insufficient number of candidates.
10. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Chandigarh Court situated at Chandigarh, Haryana.

(VII) How to apply:

Eligible ex-apprentices are required to submit neatly typed Application-cum-Bio-data Form in prescribed attached format only. In this context they have to submit one set of self-attested certificates/ Documents as applicable as per following along with Application-cum-Biodata Form:

- i) Matriculation – Mark sheet and Pass Certificate
- ii) XIIth Pass - Mark sheet and Pass Certificate
- iii) Age Proof (Matric certificate or Birth Certificate)
- iv) BSc/MSc - All Marks sheet and Degree Certificate
- v) Diploma - All semesters Mark sheet copies and Passing Certificate
- vi) Full time regular course certificate from University/Institute, if not mentioned in certificate/Mark sheet.
- vii) ITI (Fitter) - Mark sheet and certificate (SCVT/NCVT certificate issued by the Institute)
- viii) Apprentice Completion Certificate issued by Panipat Refinery & Petrochemical Complex.
- ix) NCVT certificate issued by RDAT after completion of AITT in case of apprentices of AOCP, QC and ITI (Fitter) trade.
- x) Certificate issued by BOAT after completion of apprenticeship training in Diploma (Electrical) & Diploma (Chemical).
- xi) Caste certificate in case of SC/ST/OBC(Non Creamy Layer) in the prescribed format.

- xii) PWD certificate (if applicable)
- xiii) Experience Certificate includes Offer Letter, Confirmation Letter, Pay Slip, Copy of relevant page of Balance Sheet (wherever applicable) etc.
- xiv) No Objection Certificate (NOC) required if employed in Government/PSU/Semi-Government/Autonomous bodies.
- xv) Rs. 100/- Demand Draft (if applicable), non-refundable.
- xvi) 4 copies of latest passport size photograph.
- xvii) Candidates must have an active email ID & contact number which must be valid at least for one year. All future communication may be communicated through email.

The duly filled Application-cum-Biodata Form alongwith above relevant documents should reach to the office of the **Chief Human Resources Manager, HR Department, Panipat Refinery & Petrochemical Complex, Panipat, Haryana-132140** on or before **05.12.2016** through Registered Post otherwise candidature shall not be considered for further process in this recruitment exercise. Please note that candidates should superscribe Advertisement Number and Name of the Post applied for on the top of the envelope.

Incomplete application, not supported by self-attested copies of relevant documents, not mentioning the posts applied for, not fulfilling the eligibility criteria or those received after the last date etc. shall be treated as "Rejected" without any further communication whatsoever.

Last date of receiving of Application : 05th December 2016

Tentative date for Written Test : 18th December 2016

Tentative date for Skill/Proficiency/Physical Test : 19th & 20th December 2016.

For any clarification, the candidate may contact on Phone No. 0180-2522043/0180-2522048 on all working days (Monday-Friday).

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**Advertisement No. PR/P/37(2016)
PROFORMA OF APPLICATION CUM BIO-DATA OF EX-APPRENTICES OF
PANIPAT REFINERY & PETROCHEMICAL COMPLEX (IOCL)**

Name of the Post Applied for (Mandatory) : _____
Post Code Applied for (Mandatory) : _____

1. Name in Full (Block letters) – As per Matriculation Certificate :
2. Father's Name :
3. Date of Birth (As recorded in Matric)-(In numbers and words also) :
4. Age as on **31.10.2016** :
5. Present/Correspondence Address (with Pin-code) :

6. Permanent Address (with Pin-code) :

7. State of Domicile :
8. Registration number with State/Local Employment Exchange (if any) :
9. Email id (Mandatory) :
10. Contact Number (Mandatory) :
11. Nationality :
12. Religion :
13. Category whether - SC/ST/OBC(NCL) :
14. Whether PwD – OH(OA,OL)/HH : Yes / No
15. Gender : Male / Female
16. Discipline of Apprenticeship (Mandatory) :
17. Whether Apprenticeship completed on or before **31.10.2016** from Panipat Refinery & Petrochemical Complex : Yes / No
18. Apprenticeship period at PRPC : From _____ to _____
(Total Period ____)
19. Whether Apprenticeship completion certificate received from RDAT/BOAT. (Yes/No) if no, mention reason. :
20. Details of Demand Draft (if applicable) :
21. **Qualification from Matriculation onwards** :

Please affix a recent
duly self-attested
passport size
photograph

Sl. No.	Examination Passed	Name of the Board/Univ./Institute	Year of Passing	Subject	%age, Division & Marks obtained	Duration of course in year

22. **Experience (if any)** :

Sl. No.	Name & Complete address of the Organization	Post Held	Nature of experience	Period	Total emolument	Reason for leaving

I hereby declared that I have read the Advertisement No. PR/P/37(2016-17) and I fulfill all criteria. I have also submitted all the relevant documents and certificates. The statement made in this application is true, complete and correct to the best of my knowledge and belief. If found any discrepancies my candidature shall be treated as cancelled.

Date: _____ **Place:** _____ **(Full Signature & Name of the Applicant)**

NOTE

1. The Application-cum-Biodata Form must accompany the self-attested documents and Latest passport size photograph as mentioned in advertisement failing which your application will be summarily rejected without any further communication whatsoever
2. Application-cum-Biodata Form has to be mandatorily submitted in the above format ONLY.
3. Without signature and Incomplete applications shall be rejected.
4. Last date of receiving of Application-cum-Biodata along-with relevant document is **05.12.2016**. Application received after **05.12.2016** would be summarily rejected and will not be entertained whatsoever.
5. The duly filled Application-cum-Biodata Form alongwith above relevant documents should reach to the office of the **Chief Human Resources Manager, HR Department, Panipat Refinery & Petrochemical Complex, Panipat, Haryana-132140** on or before **05.12.2016** through Registered Post otherwise candidature shall not be considered for further process in this recruitment exercise. Please note that candidates should superscribe Advertisement Number and Name of the Post applied for on the top of the envelope.
6. Incomplete application, not supported by self-attested copies of relevant documents, not mentioning the posts applied for, not fulfilling the eligibility criteria or those received after the last date etc. shall be treated as "Rejected" without any further communication whatsoever.
7. **Last date of receiving of Application** : **05th December 2016**
8. **Tentative date for Written Test** : **18th December 2016**
9. **Tentative date for Skill/Proficiency/Physical Test** : **19th & 20th December 2016**
10. For any clarification, the candidate may contact on Phone No. 0180-2522043/0180-2522048 on all working days (Monday-Friday).
