



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

Ref. No. APP-REGN/01/2017

Date: 01.12.2017

APPLICATIONS INVITED FROM AMONGST EX-APPRENTICES (TRADE/TECHNICIAN) OF HALDIA REFINERY FOR NON-EXECUTIVE POSTS IN GRADE -IV

Haldia Refinery, a refining unit of Indian Oil Corporation Limited, proposes for filling up of available vacancies in Non-Executive cadre in Grade IV in the Payscale of Rs.11,900 – 32,000/- (pre-revised pay scales) from Indian Nationals having successfully completed their Apprenticeship Training from Haldia Refinery in the following disciplines:

1. Chemical 2. Boiler Attendant 3. Electrical 4. Mechanical 5. Instrumentation

Candidates having successfully completed the Apprenticeship Training from **Haldia Refinery** and meeting the following prescribed criteria are advised to send in their applications in the attached format along with supporting documents to **CERM, HR Deptt., IOCL Haldia Oil Refinery, Dist-Purba Medinipur, PIN-721606, West Bengal** latest by **11.12.2017**.

PRESCRIBED ESSENTIAL EDUCATIONAL QUALIFICATION:

<p><u>Name of the Post: Jr. Engineering Assistant-IV (Production)**</u> 3 (three) years Diploma in Chemical/Refinery & Petrochemical Engg. or BSc (Math, Physics, Chemistry or Industrial Chemistry) from a recognized university/Institute.</p>
<p><u>Name of the Post: Jr. Engineering Assistant -IV (Power & Utilities)**</u> 3 (three) years Diploma in Mechanical or Electrical Engineering from a recognized university/Institute and possessing Boiler Competency Certificate (with minimum 2nd Class); provided that in case of non-availability of sufficient number of candidates meeting the prescribed parameters, candidates possessing the following qualification may also be considered:</p> <ol style="list-style-type: none">1. Matric with ITI(Fitter) with Boiler Competency Certificate (with minimum 2nd Class)2. BSc (PCM) with an Apprenticeship Training in Boiler Trade.3. 3 (three) years Diploma in Mechanical or Electrical Engineering from a recognized Institute/University subject to the conditions below: <p>Candidates selected under category (2) and (3) above and posted in Boiler Operations shall undertake to acquire Boiler Competency Certificate within 4 years of joining the service of the Corporation.</p>
<p><u>Name of the Post: Jr. Engineering Assistant -IV (Electrical)</u> 3 (three) years Diploma in Electrical Engineering from a recognized Institute/University.</p>
<p><u>Name of the Post: Jr. Engineering Assistant -IV (Mechanical)</u> 3 (three) years Diploma course in Mechanical Engineering from a recognized Institute/University or Matric with ITI in Fitter Trade.</p>
<p><u>Name of the Post: Jr. Engineering Assistant – IV (Instrumentation)</u> 3 (three) years Diploma in Instrumentation/ Instrumentation & Electronics / Instrumentation and Control Engineering from a recognized university/Institute.</p>

** No women is permitted to work in or allowed to enter any building in which generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No women is allowed to work in LPG storage and handling area. Accordingly, women candidates are not considered for vacancies in Production, P&U Operations (Boiler & Electrical),F&S and also against the cadres/work areas that require shift operations,365 days in a year or necessitates undertaking work beyond 07:00pm(& upto 06:00am),like P&U(other work areas),QC or maintenance services performed in shifts.

AGE REQUIREMENT (As on 30/11/2017):

- Certificate issued by Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.
- Minimum age is 18 years and maximum 26 years as on 30.11.2017 for General category candidates.
- Relaxation in age upto 5 years for SC/ST candidates & 3 years for OBC(NCL) candidates against reserved positions.
- PwBD candidates will be given age-relaxation upto 10 years for General category candidates (upto 15 years for SC/ST and upto 13 years for OBC(NCL) candidates against reserved positions).
- Age relaxation to the extent of apprenticeship training completed at Haldia Refinery shall also be given to candidates of all categories, in addition to age relaxation otherwise applicable for SC/ST/OBC(NCL)/PwBD.

SELECTION METHODOLOGY

- Selection would be based on Written Test of 2 hours duration followed by Skill/Proficiency/Physical Test (SPPT) which will be of qualifying nature. Date, time and venue of the written test/SPPT will be intimated separately.
- Every candidate will have to secure a minimum of 40% marks in the written test for qualifying for SPPT. The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories against reserved positions.
- Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for the SPPT or final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
- Short listed candidates, in the ratio 1:2 (with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo SPPT.
- Category wise and Post 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.
- 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 vacancies are not filled due to unsuitability/insufficient number of candidates.
- 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 appearing for the selection process. The guidelines are available in the following link:

https://iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf

SCHEME OF APPOINTMENT OF EX-APPRENTICES OF HALDIA REFINERY IN PwBD CATEGORY

- Section 2(r) of the Rights of Persons with Disabilities Act 2016, defines "person with benchmark disability" as a person duly certified by the certifying authority with :

- not less than 40% of the 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 PwBD candidates are required to submit a Disability Certificate issued by competent Certifying authority in the prescribed format failing which their candidature as PwBD candidates will not be considered.

PwBD candidates must be capable of performing the task assigned to them.

- The categories of disability for engagement of PwBD candidates are as under:

a)PV-Low Vision b)PH-Hard of hearing c) PL-Musculoskeletal(OH-OA/OL),Dwarfism, Acid Attack Victim, Cerebral Palsy, Leprosy Cured d) Multiple-Combination of above
(P=Physical;V-Vision;H=Hearing;L=Locomotors;O=Orthopaedic; OA-One Arm;OL=One Leg)

Being in a hazardous industry, deployment of PwBD with other disabilities may put such PwBDs at risk, hence not included.

- PwBD candidates may apply against Electrical, Mechanical and Instrumentation disciplines only. Upon selection they shall be appointed as Trainees to undergo 6 month on-the job- training. They shall be assigned regular scale of pay and jobs upon completion of 6 months on-the-job training. During training they shall be eligible for payment of following stipend and other benefits:
 - i) They will be paid a lump sum stipend of Rs.20,000/-PM during the training period.
 - ii) They will be entitled to membership of PF Trust and other benefits, as per existing guidelines.
 - iii) The period of training shall be reckoned as service for the purpose of computation of Gratuity & Long Service Awards.
 - iv) Date of Joining as Trainee shall be treated as date in grade for seniority.

CONCESSIONS/RELAXATION:

Eligible SC/ST/PwBD candidates appearing for the selection process shall be reimbursed single second class Railway fare from the nearest railway station from the mailing address to place of the test and back by the shortest route on production of tickets, provided the distance is not less than 30 kms. Kindly note the amount shall be credited in the bank accounts of the candidates, hence, necessary bank details may be furnished by the candidates at the time of the written test.

GENERAL INSTRUCTIONS:

- Candidates are advised to carefully read the full advertisement for details of eligibility criteria before sending their applications.
- The prescribed qualification should be from a recognized University/Institute as a regular full-time course. A qualification acquired through Part-time/Correspondence/Distance Learning mode shall render the candidate ineligible. For ITI(Fitter), it should be a regular full time course recognized by NCVT/SCVT. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
- A Sandwich Diploma course (with industrial training as part of the course with no break) and Diploma under recognized lateral entry scheme (Class-XII (Sc)/ITI admitted in 2nd year of Diploma course) shall also be considered eligible.
- All the eligible candidates who have earlier completed their apprenticeship training from Haldia Refinery and fulfill the prescribed criteria must attach attested photocopies of all marksheets of the qualifications from Matriculation onwards, **Apprenticeship completion Certificate in**

relevant trade/discipline issued by Haldia Refinery, Latest Caste Certificate in such prescribed Performa applicable across India, Proof of Age (Certificate issued by Board of Secondary Education for passing Matriculation/Higher Secondary), two passport size color photographs, and any other relevant testimonials, documents, proof & certificates.

- Candidates currently working in Government / Semi Government / Public Sector Organization must produce “No Objection Certificate” at the time of appearing in the Selection Process. In case the candidate fails to do so, his candidature will not be considered.
- Candidates belonging to OBC(NCL) category for the purpose of availing OBC(NCL) reservation should submit a latest caste certificate as per the format prescribed by the Govt. of India which should 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 and Training, Govt. of India OM No 36012/22/93-Estt (SCT dtd. 08/09/1993) and modifications issued vide OM No. 36033/1/2013-Estt(Res.) dated 13.09.2017.
- Age, Qualification and apprenticeship training completion will be determined as on **30/11/2017**.
- Applications received after 11.12.2017 shall be treated as ‘Rejected’.
- Candidates possessing higher professional qualifications such as BE/B.Tech/MBA/LLB/CA/MCA or any such equivalent professional qualification shall NOT be considered as eligible.
- Canvassing in any form is liable to render the candidate ineligible for any of the posts.
- 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.
- In case it is detected at any stage of recruitment or thereafter, that a candidate does not fulfill the eligibility norms and / or that he has furnished any incorrect / doctored / false information / certificate / documents or has suppressed any material fact(s), his candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his services are liable to be terminated.

Note: Candidates who have NOT completed their Apprenticeship Training from Haldia Refinery and/or do not meet the prescribed eligibility criteria are advised NOT to send in their applications against this notification.

In case of any clarification, please contact 03224-223262/223236, email : HRRECTT@indianoil.in



Indian Oil Corporation Ltd.

Refineries Division

Haldia Refinery

Application Format for Notification No. APP-REGN/01/2017

Personal Details

Post/Discipline applied for: Candidate's Name : Gender : Father's Name : Mother's Name : Marital Status : Spouse Name : Date of Birth : Aadhaar No : Religion PwBD Status : Yes/No Disability Type and percentage : Category : GEN/SC/ST/OBC(NCL) Caste:	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Affix latest self attested Passport Size Photograph</p> </div>
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Correspondence Details :

Complete postal address with PIN:

Mobile No :

Email Id (primary)..... Email Id (optional).....

(all intimation will be on primary id)

Qualification as on 30.11.2017 (Academic/Technical/Professional Qualification Class X onwards)

Qualification	Duration(yrs)	Whether Regular (Y/N)	Aggregate Marks	Month and Year of passing	Name of University/Institute

Post Qualification Experience Details Including Apprenticeship training details (as on 30.11.2017)

S.No	Name of Organization	Duration		Job Description
		From	To	

Have you been found UNFIT during medical examination by any Refinery Unit or diagnosed with ailments, deficiencies or abnormalities in the past, that do not meet the physical fitness criteria in terms of IOCL Pre-Employment Medical Fitness Guidelines ? **Yes/No**

I hereby declare that the particulars furnished above are 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 in the application is false or incorrect or I do not satisfy the eligibility criteria, my candidature is liable to be cancelled without assigning any reasons thereof.

Date:

Place:

Candidate's Signature

CHECKLIST

Sl No	Documents	Whether enclosed (Yes/No/Not Applicable)	Remarks
1	Age Proof (Certificate issued by a Board of Secondary Education for passing Matriculation/ Higher Secondary)		
2	10 th Mark sheet & Pass Certificate		
3	12 th Mark sheet & Pass Certificate, if applicable		
4	BSc – All Year / semester Mark sheet & Pass certificate, if applicable		
5	ITI (Fitter) Certificate, if applicable		
6	Diploma marks sheet and certificate, if applicable		
7	Experience Certificate, if any		
8	NOC, in case employed with Govt, Organization		
9	Caste / PwBD Certificate, if applicable		
10	Apprenticeship Completion Certificate from Haldia Refinery		
11	Boiler Competency Certificate, if applicable		