



INDIAN OIL CORPORATION LIMITED



GUWAHATI REFINERY

NOONMATI: GUWAHATI-20

Advt. No. GR/P/Rectt./I-19

Date : 21.12.2018

**SELECTION PROCESS FROM AMONGST PASSED OUT
APPRENTICES OF GUWAHATI REFINERY ONLY**

Guwahati Refinery, a refining unit of Indian Oil Corporation Limited, invites applications from candidates who have successfully completed their Apprenticeship Training from Guwahati Refinery in the relevant trade/discipline under Apprentices Act,1961/Apprentices (Amendment) Act 1973 for the following posts in the non-executive cadre in Grade IV in the pay scale of Rs 11900-32000/- (Pre-revised).

Post Code	Name of the Post	Total Vacancies *	UR	SC	ST	OBC	PwBD
101	Jr. Engineering Assistant -IV (P&U)	03	02	0	0	01	0
102	Jr. Engineering Assistant -IV (Instrumentation)	02	01	0	0	01	0
103	Jr. Engineering Assistant -IV (Electrical)	05	03	01	01	0	0
104	Jr Materials Assistant -IV/Jr. Technical Assistant -IV	05	03	0	0	02	01

**No. of vacancies indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of Management and in compliance with the Presidential Directives on Reservation at the time of appointment.*

A. Qualification & Experience Criteria

Post Code	Name of the Post	Qualification	Experience (Candidates who have completed apprenticeship training at Guwahati Refinery in the trade/discipline mentioned against various posts)
101	Jr. Engineering Assistant -IV (P&U)	3 years Diploma in Mechanical or Electrical Engg /B Sc. (PCM) with minimum of 50% marks in aggregate.	(a) Trade Apprentice - Boiler (b) Technician Apprentice - Electrical* (c) Technician Apprentice - Mechanical*
102	Jr. Engineering Assistant -IV (Instrumentation)	3 years Diploma in Instrumentation/Instrumentation & Electronics/	(a) Technician Apprentice - Instrumentation

		Instrumentation & Control Engineering from a recognized Institute/University with minimum of 50% marks in aggregate.	
103	Jr. Engineering Assistant -IV (Electrical)	3 years Diploma in Electrical Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST/ candidates against reserved positions.	(a)Technician Apprentice - Electrical
104	Jr Materials Assistant -IV/Jr. Technical Assistant -IV	3 years Diploma in Mechanical/Electrical/Instrumentation Engg. from recognized Institute/University with minimum of 50% marks in aggregate & 45% in case of PwBD candidates against reserved positions	(a)Technician Apprentice - Mechanical* (b)Technician Apprentice - Electrical* (c)Technician Apprentice - Instrumentation*

**Passed out Apprentices, in the mentioned trade, if selected, shall be appointed as Trainees for 6 months.*

B. Important Instructions

1. Eligible passed out apprentices shall be allowed a maximum of two opportunities (three opportunities for passed out apprentices belonging to SC&ST categories) under Stage I recruitment process.
2. Candidates possessing higher qualification such as MBA/MCA/ CA/CS/ICWA/LLB shall not be eligible.
3. The candidature of the applicant would be provisional and subject to subsequent verification of certificate/testimonials etc.
4. 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.
5. Candidates 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.

C. Reservation for SC/ST/OBC (Non – Creamy Layer)/PwBD

1. Reservation of Posts for SC/ST/OBC (Non – Creamy Layer) candidates and relaxations thereof will be in terms of numbers indicated above.

2. 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.

3. 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. 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>.

D. Other concessions/relaxation:

1. 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.

E. Age Limit/Relaxation

1. Minimum 18 years and Maximum age shall be 26 years for candidates against unreserved posts
2. Relaxation in age upto 5 years for SC/ST and 3 years for OBC candidates considered against reserved positions will be allowed. Candidates belonging to PwBD 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).
3. PwBD candidates with less than 40% of permanent disability are not eligible. The PwBD 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 PwBD candidates will not be considered. Candidates belonging to PwBD category, must be capable of performing the task assigned to them.

F. Date of reckoning Eligibility criteria:

The date for the purpose of possession of qualification, age and experience criteria shall be 31.12.2018.

G. Selection Methodology

1. The selection methodology will comprise Written Test and a Skill/Proficiency/Physical Test which will be of qualifying nature. Category-wise and post wise merit list shall be drawn on the basis of marks obtained in the Written Test , only for such candidates who qualify in the SPPT.
2. A candidate will have to secure a minimum of 40% marks in the written test to qualify for further consideration.
3. The minimum qualifying marks in the written test will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

11. 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.

12. The Written Test & SSPT for the above mentioned posts is likely to be held from 06.01.2019 to 16.01.2019

H.Pre-Employment Medical and Physical Fitness:

1. 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 starting the application submission process 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

I.How to Apply :

1. Interested and eligible candidates are advised to report for verification of certificates/testimonials etc. as per details mentioned below:

Time	Date	Venue
10:00 AM	03.01.2019	Old Conference Hall, Admin. Building, Guwahati Refinery, Noonmati, Assam

2. Candidates are advised to report as per the above mentioned schedule with originals & attested photocopies of all Marksheets , Apprenticeship Completion Certificate, Latest Caste Certificate in the prescribed format applicable , Proof of Age (Matriculation marksheet/certificate etc.), two passport size color photographs and any other relevant testimonials, documents, proof & certificates.

3. Candidates are required to submit filled –in application form in the prescribed format at the time of reporting on 03.01.2019. (The prescribed format will be forwarded at the e-mail of the candidates by 26.12.2018).

4. Further information, if any, will be made available through the website www.iocl.com or over e-mail. Candidates are therefore advised to keep visiting the website /check their e-mail regularly.

Candidates who do not report as per the above schedule will not be not be considered for the advertised positions.

