



**INDIAN OIL CORPORATION LIMITED
(REFINERIES DIVISION)
(MATHURA REFINERY)**



ADVT NO: MR/HR/RECT/APP/2016

DATE: 16-03-2016

NOTIFICATION FOR ENGAGEMENT OF APPRENTICES

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune "Global 500" Company, as a measure of Skill Building Initiative for the Nation, proposes to engage Apprentices at its Mathura Refinery at Mathura, Uttar Pradesh.

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

Educational Qualification, Provisional Number of seats in Apprentice 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 Uttar Pradesh.

Trade / Discipline Code	Trade / Discipline	Qualification	Period of Apprenticeship	Total Nos*	UR	SC	ST	OBC (NCL)	**Consolidated Stipend Per Month
A1	Trade Apprentice (Attendant Operator – Chemical Plant) Discipline - Chemical	3 years Full-Time B.Sc. (Physics, Maths, Chemistry/ Industrial Chemistry)	18 months	21	11	04	Nil	06	Rs 8435 – 1 st year Rs 9283 – 2 nd year
A2	Trade Apprentice (Fitter) Discipline - Mechanical	Matric with 2(Two) year ITI(Fitter) course	12 months	08	04	02	Nil	02	Rs 10131 /-
A3	Technician Apprentice Discipline - Chemical	3 years Full-Time Diploma in Chemical Engineering / Refinery & Petrochemicals Engineering	12 months	14	07	03	Nil	04	Rs 10131 /-
A4	Technician Apprentice Discipline - Electrical	3 years Full-Time Diploma in Electrical Engineering	12 months	12	06	03	Nil	03	Rs 10131 /-
A5	Technician Apprentice Discipline - Mechanical	3 years Full-Time Diploma in Mechanical Engineering	12 months	04	02	01	Nil	01	Rs 10131 /-
A6	Technician Apprentice Discipline - Instrumentation	3 years Full-Time Diploma in Instrumentation Engineering or equivalent	12 months	06	03	01	Nil	02	Rs 10131 /-
Total				65	33	14	Nil	18	

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* Out of 65 vacancies, 02 vacancies shall be reserved for Persons with Disabilities (Orthopedically Handicapped (OH)-One Arm or One Leg & Hearing Handicapped (HH)) in Trade/Discipline Code No: A5 and (Orthopedically Handicapped (OH)-One Arm or One Leg only in Trade/Discipline Code No: A4 & A6.

** The stipend payable is calculated as follows:

- @ 70% of Minimum Wage of semi skilled worker + Rs 2500 in 1st year and 80% of Minimum Wage of semi skilled worker + Rs 2500 in 2nd year for Trade/Discipline code A1
- @ 90% of Minimum Wage of semi skilled worker + Rs 2500 for Trade/Discipline code A2 to A6
- The present rate of Minimum Wage of semi skilled worker is Rs 8479 /-per month. The minimum wage is subject to revision from time to time under Minimum Wages Act for engineering establishment issued by Govt. of Uttar Pradesh, which shall be applicable.

Note:

1. The qualification prescribed shall be from a recognized University/Institute as a regular full time course with minimum 50% marks (45% for SC and PWD candidates against reserved positions) in aggregate.
2. 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
3. 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 Trade/Discipline Codes A3 to A6.
4. The applicant for the position of Technician Apprentices (Trade/Discipline Codes A3 to A6) should not have completed three years after passing of the qualifying examination as on **31-03-2016**

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 his Diploma course.

(A) Age:

1. Minimum 18 years and maximum 24 years as on **31-03-2016** (Relaxable by 5 years for SC, 3 years for OBC, for the vacancies reserved for them).
2. Candidates belonging to PWD categories shall be given age relaxation upto 10 years (upto 15 years for SC and upto 13 years for OBC (Non-Creamy Layer) candidates).

(B) Period of Apprenticeship Training:

1. 12 Months / 18 months, as indicated against respective Trade/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.

(C) Selection Methodology:

1. 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%.
2. The candidates will have to qualify successfully through each stage of the selection process i.e. Written Test and Personal Interview and pre-employment medical fitness for being adjusted suitable for engagement.
3. 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:

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

(D) Concessions/Relaxation:

1. 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.

(E) General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.

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2. 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 [OH and HH] must be capable of performing the task assigned to them / take instructions using suitable aids and appliances.
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. 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. (Mathura 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.
4. The candidate must have possessed the prescribed qualification as on **31-03-2016**.
5. Incomplete applications, not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and shall be treated as "Rejected".
6. Candidates applying for more than one Trade/discipline will not be considered and their application will be rejected.
7. 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.
8. 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. 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.
9. 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.

(F) Requirement Before Filling up Online Application Form:

1. Each applicant/candidate must have an active e-mail ID and mobile number and the same must remain valid for at least one year as all communications to them will take place only through e-mail and SMS alerts.
2. The candidate should have the relevant certificates/testimonials/documents/ proofs pertaining to age, caste, educational qualifications, etc. and scanned copy of photograph & signature ready before applying on-line.
3. The candidate must ascertain the correctness of each information/details before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/provided in his/her on-line Application Form.

(G) How to Apply:

Candidates undertaking the responsibility of correctness of particulars/details required in the Online Application format will ensure that he possess all the relevant certificates/testimonials/proofs/supporting documents specially for age, educational qualifications, caste and such other particulars/information at the time of submission of online application form. Candidates interested to submit Online Application for any one of the above mentioned disciplines will follow the steps mentioned below:

- a. **1st Step:** Log on to **IndianOil** website www.iocl.com
- b. **2nd Step:** Furnish particulars of personal details, educational details, communication details etc and such other information as sought in the online application format.
- c. **3rd Step:** Upload his/her Passport size Photograph and Signature.
- d. **4th Step:** Submit the Application Form in the system/web site.
- e. **5th Step:** Take a print of Registration Slip which will contain a registration number and keep it as your copy of proof for submission of application/registration and the same will be referred by you for any query/ other purpose connected to this recruitment process.

Note:

- a. Only online mode of application/registration will be accepted. Applications/registration received in any other form/ mode shall be liable for rejection.

- b. Incomplete online applications or online application received after the due date or multiple online applications for more than one discipline will be liable for rejection.
- c. For raising any query/enquiry, the candidate must refer/mention the registration number.

(H) Written Test:

Based on the responsibility undertaken about the correctness of information/particulars/details furnished by candidates in the Online Application Format, their eligibility for appearing in the written test will be decided and accordingly names of all such shortlisted candidates shall be displayed on the IndianOil website www.iocl.com. All such candidates whose names have been shortlisted for Written Test and their names have been displayed on the IndianOil website www.iocl.com shall be sent '**Admit Card for Written Test**' advising them to appear in the Written Test on scheduled date/time/venue. For creation/generation of '**Admit Card for Written Test**', such candidates will follow any one of the following steps:

- a. Take a print of '**Admit Card for Written Test**' by entering your Registration Number/Date of Birth through the link sent to you through email and carry the same along with a photo ID proof for verification at the Written Test Venue.

Alternatively / or

- b. Log on to **IndianOil** website www.iocl.com, enter your Registration Number/Date of Birth, download & take a print of '**Admit Card for Written Test**' from website and carry the same along with a photo ID proof for verification at the written Test Venue. Candidates not complying with above shall not be allowed to appear in the written test

(I) Interview:

After evaluation of Written Test's answer sheets of all the candidates, who appeared in the Written Test, lists / names of candidates, shortlisted for interview, shall be displayed at the Test Venue on the day of the Written Test in the late evening hours. The 'Interview' shall commence from the next day onwards. No separate intimation shall be given to the candidates and candidates are required to come prepared accordingly. All candidates whose names have been shortlisted for Interview, shall be required to bring the originals & photocopies of following documents on the day of the Interview:

- a. Proof of Date of Birth (High School Certificate (10th/12th pass) issued by state/central board having date of birth.
- b. Photo Identity Proof (Driving License/Voter Id/PAN Card/Adhaar Card / Passport)
- c. Degree/ Diploma certificates(Final/Provisional)
- d. Mark-sheets of all years/semester starting from 10th standard (Boards),
- e. Caste Certificate in All India Format(for SC/ST/OBC)
- f. 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

Note:

- i. Only the candidates who bring all the required documents (Original & Photostat) shall be allowed to attend the interview. Also, only the documents submitted by the candidate shall be taken into consideration for checking and basing the eligibility of the candidate and allowing them to attend the interview.
- ii. Candidates submitting incomplete documents shall not be allowed to attend the interview.
- iii. The candidature of the candidates shortlisted for interview shall be provisional subject to their meeting the prescribed eligibility criteria and verification/authenticity of documents submitted by them.

(J) Clarifications/Queries: For clarification/queries, if any, candidates may contact over Phone No: 0565-2418153 / 7137 / 7135 or Mob No: 9927800449

Please appreciate that only such queries would be replied to which are relevant and have not been addressed in the above advertisement. Also, applicants are requested not to ask any query which is not connected with the vacancies advertised herein.

DATE OF OPENING OF ONLINE APPLICATION : 16-03-2016

LAST DATE OF SUBMISSION OF ONLINE APPLICATION : 08-04-2016

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